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Description of document:	Federal Bureau of Investigation (FBI) File Number 66-HQ-2554: FBI Executives Conference, Sections 28, 31, and 32, 1945-1946
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Note:	The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy. Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR). Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records: http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

February 11, 2011

Subject: FILE NUMBER 66-HQ-2554

FOIPA No. 1133720- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

Section 552		Section 552a
☐(b)(1)	☐(b)(7)(A)	☐(d)(5)
☒(b)(2)	☐(b)(7)(B)	☐(j)(2)
☐(b)(3)_____	☐(b)(7)(C)	☐(k)(1)
_____	☐(b)(7)(D)	☐(k)(2)
_____	☒(b)(7)(E)	☐(k)(3)
_____	☐(b)(7)(F)	☐(k)(4)
☐(b)(4)	☐(b)(8)	☐(k)(5)
☐(b)(5)	☐(b)(9)	☐(k)(6)
☐(b)(6)		☐(k)(7)

882 pages were reviewed and **877 pages** are being released.

☐ Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:

- ☐ referred to the OGA for review and direct response to you.
- ☐ referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

☒ You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice,1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s).

If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely yours,

David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

Please be advised, this is the fifth interim release of documents responsive to your request for information concerning File Number 66-HQ-2554. We are providing you with a processed copy of 66-HQ-2554 sections 28, 31, and 32. Additional sections will be provided to you in a future interim release.

In accordance with Department of Justice regulations, (Title 28, Code of Federal Regulations, Sections 16.11), there is a fee of $15 per CD. Please submit your check or money order for this release in the amount of $15 payable to the Federal Bureau of Investigation. To ensure payment is properly credited, please include the FOIPA number on your check or money order and forward the payment to the following address:

Work Processing Unit
Record/Information Dissemination Section
Records Management Division
Federal Bureau of Investigation
170 Marcel Drive
Winchester, Virginia 22602

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

(b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;

(b)(2) related solely to the internal personnel rules and practices of an agency;

(b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute(A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;

(b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;

(b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;

(b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;

(b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could be reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could be reasonably expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;

(b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or

(b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

(d)(5) information compiled in reasonable anticipation of a civil action proceeding;

(j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;

(k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;

(k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;

(k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;

(k)(4) required by statute to be maintained and used solely as statistical records;

(k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;

(k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;

(k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

FBI/DOJ

FBI File Number 66-HQ-2554, Section 28

EPM:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

MAY 29, 1945

The Executives' Conference on May 28, 1945, Messrs. Tolson, Ladd, Glavin, C. Tamm, Hendon, Coffey, Rosen, McGuire and Morgan, considered a telephonic request made by Lieutenant A. E. Bonds, Office of Naval Procurement, who is in charge of the Navy Off-Duty Program for Washington and vicinity. His job is to arrange for the off-duty training of Navy personnel in subjects which they use in connection with their Naval assignments or subjects in which they are interested. Lieutenant Bonds advised that a number of Navy men, who were previously identification officers or laboratory technicians in their police departments, had petitioned him to communicate with the FBI to arrange for them to be given training in identification matters and certain phases of laboratory work, pointing out that these men plan to return to their departments and be as nearly up to date as possible. Lieutenant Bonds stated that there are approximately 30 men who would be interested.

The Conference was unanimously of the opinion that the training facilities of the Bureau are taxed to capacity by our present training program. It was further felt that to provide courses for the Navy in this instance would pave the way for similar requests from other branches of the military.

With your approval, Lieutenant Bonds will be advised that regretfully our training facilities are being utilized to the fullest extent and it will not be possible to accede to his request.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/18/92 BY SP-5 CLB/MP

Respectfully,
For the Conference

323,013

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED

INDEXED

66-2554-3701

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31 MAY 31 1945

EX-16

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

59 MAY 31 1945

HHC:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

May 29, 1945
(Dictated May 25, 1945)

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Q. Tamm, McGuire, Ladd, Rosen, Hendon and Clegg, on May 24, 1945 considered a suggestion submitted by Inspector L. A. Hince that the Bureau give consideration to sponsoring a permanent national conference on standards in law enforcement. Such a permanent conference would be made up of officials who would be invited to Washington whenever the Bureau felt it necessary for a general conference. The group would be divided into committees which, when necessity demanded, would be called to meet separately if any special problem arose. The committees would be as follows:

1. The Committee on Selection Standards for Police Personnel
2. The Committee on Training Standards for Police Personnel
3. The Committee on Standards in Identification Methods
4. The Committee on Standards in Laboratory Procedures
5. The Committee on Standards in Police Equipment
6. The Committee on Standards in Traffic Law Enforcement
7. The Committee on Standards in Detective Bureau Operations
8. The Committee on Standards in Police Records
9. The Committee on Standards in Police Communications

Oral discussion brought out that such a conference would be serviceable in fixing minimum requirements for scientific or laboratory personnel. For example, they could establish a standard that before a man is used as a scientific expert in such matters as document identification, he should be possessed of a minimum educational background and should serve an apprenticeship of so many months or years under someone already recognized as an expert and, thus, this would prevent the development of pseudo-experts throughout the country whose testimony would be given weight by the courts unless there was some established and recognized standard for preliminary training. This might contribute to eliminate the admissibility of evidence from so-called scientific quacks. There are lots of variations in traffic law enforcement methods, many of which could be standardized for the convenience of motorists and these standards could be established. Similarly, with each of the above committees certain standards which would be beneficial to law enforcement could be established and the Bureau properly should be able to maintain leadership in this field.

INDEXED 66-2537-3702

The Executives' Conference considered these matters and there was a unanimous opinion that no such conference should be held during the war period due to restrictions on travel and the expense involved. It was felt that this matter might be again considered in the post-war period, but Mr. Tolson expressed the views of practically all members of the conference at

Tolson
Ladd
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Mohr
Tamm
Gase
Candy

Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/92 BY SP-5 C

this time as feeling that even in the post-war period the lack of necessity for such conferences failed to justify the belief that they should be held. The majority of the conference wanted it definitely understood that as of this time they did not feel favorably disposed toward the proposed conference as a post-war project.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

H. Lest there is a
term of a good idea
here if it isn't started
too pretentiously when
ultimately considered.

H.

AR:MP

THE DIRECTOR 5-29-45

The Executive Conference

UNDEVELOPED LEADS TO INTERVIEW MILITARY PRISONERS AT THE U.S. DISCIPLINARY BARRACKS, Fort Leavenworth, Kansas

On May 28, 1945, the Executive Conference, attended by Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Hendon, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen, unanimously approved the attached Bureau Bulletin, captioned as above, which instructs that undeveloped leads should not be directed to the Kansas City Field Division to interview military prisoners sentenced to the Disciplinary Barracks until it is definitely determined that the sentenced soldier has actually been transported for incarceration at Fort Leavenworth, Kansas. This instruction has been deemed advisable inasmuch as it has been learned the capacity for prisoners there has been reached and few, if any, prisoners will be accepted for a considerable period of time. It is also pointed out that when it is necessary to interview a military prisoner sentenced by court martial to the Fort Leavenworth Disciplinary Barracks, inquiry should be made at the place where sentence was imposed to determine the exact location of such prisoner.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/18/92 BY SP-5 CLC/DMC

RECORDED & INDEXED 164-25554-3703 F B I 31 JUN 1 1945

18

EX-23

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUN 2 1945

EPC:AF

THE DIRECTOR

May 29, 1945

THE EXECUTIVE CONFERENCE

PREPARATION OF LABORATORY FILE FOLDERS IN CASES WHERE PROSECUTION DECLINED.

The Conference consisting of Messrs. Tolson, McGuire, Ladd, Rosen, Morgan, Coffey, Hendon, Q. Tamm, and Glavin, considered a suggestion originating with Mr. G. W. Dingle of the Laboratory.

At the present time, a Laboratory folder is made to protect the evidence in all incoming cases except police cases (the so-called 95- classification). Mr. Dingle observes that from time to time evidence is submitted to the Laboratory (1) for informational purposes only; or (2) with a cover letter indicating there will be no prosecution; or (3) only for search through the Laboratory reference files, and in like situations. He points out that in these instances, the extra Laboratory folder is not really needed and the whole case could be placed in the regular administrative file because there is no evidence which will subsequently go into court.

Mr. Coffey advised that Mr. Dingle's suggestion was a sound one and that some work could be saved by adopting it.

The Conference unanimously recommended that for the types of submissions indicated above no extra Laboratory folders should be made up henceforth.

If you concur, a letter to the employee has been prepared.

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED 66-2654-3704
E. A. Tamm 31 JUN 1945

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 2 1945

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EPM:ER

THE DIRECTOR

MAY 30, 1945

EXECUTIVES' CONFERENCE

The Executives' Conference on May 30, 1945, Messrs. Tolson, Glavin, Ladd, Rosen, Hendon, Q. Tamm, Long, McGuire and Morgan being in attendance, considered the following departments for the July Session of the FBI National Police Academy:

Hillsborough County Sheriff's Office, Tampa, Florida
Seattle, Washington, Police Department
Camden, New Jersey, Police Department
Brookline, Massachusetts, Police Department
Kentucky Highway Patrol
Eveleth, Minnesota, Police Department

The Conference unanimously approved the designation of representatives from the foregoing departments.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 50

166-2554-3705

EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 6 1945

NPC:id

MR. TOLSON

W. R. GLAVIN

June 11, 1945

SACs ATTENDING IN-SERVICE TRAINING

Reference is made to the Executive Conference memorandum of May 30, 1945, which recommends that four SACs be brought in each week to attend In-Service Classes now being conducted which include some of the Major Case School Training. The Director approved calling in the SACs for these schools.

There is set forth below a tentative schedule of the SACs to be brought in showing the date they will report:

JUNE 18, 1945

H. K. Johnson	Milwaukee
H. I. Bobbitt	Grand Rapids
C. E. Leeks	New Orleans
G. Hottel	Washington Field Office

JUNE 25, 1945

J. L. Dalton	Huntington
L. V. Boardman	Seattle
M. B. Rhodes	St. Paul
H. T. O'Connor	Pittsburgh

JULY 2, 1945

A. Cornelius	Syracuse
D. L. Traynor	Springfield
J. W. Lopez	Jackson
J. E. Thornton	Portland

JULY 9, 1945

J. B. Wilcox	Buffalo
G. R. McSwain	Houston
F. C. Holloman	Cincinnati
R. B. Hood	Los Angeles

JULY 16, 1945

H. L. McConnell	Anchorage
L. L. Laughlin	Providence
J. J. Starke	Albany
P. Wyly	Indianapolis

JULY 23, 1945

E. A. Soucy	Boston
S. J. Drayton	Chicago
R. E. Smith	Atlanta
Fred Hallford	Baltimore

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/18/92 BY SP-5 cab

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Leibrecht
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 JUL 4 - 1945

66-2554-3706

Memo for Mr. Tolson RE: SACs ATTENDING IN-SERVICE TRAINING

JULY 30, 1945	
R. G. Danner	Miami
D. R. Morley	Little Rock
H. R. Duffey	Phoenix
M. W. Acers	San Antonio
AUGUST 6, 1945	
E. E. Kuhnel	Des Moines
E. Scheidt	Charlotte
J. R. Ruggles	Knoxville
R. J. Abbaticchio	Birmingham
AUGUST 13, 1945	
M. W. McFarlin	Louisville
R. F. Gleason	New Haven
D. A. Bryce	Oklahoma City
W. A. Murphy	San Diego
AUGUST 20, 1945	
H. M. Kimball	Norfolk
K. Logan	Omaha
G. B. Norris	St. Louis
A. C. Schlenker	San Juan
AUGUST 27, 1945	
J. C. Newman	Salt Lake City
N. J. L. Pieper	San Francisco
W. Hanni	Sioux Falls
D. K. Brown	Savannah
SEPTEMBER 3, 1945	
R. P. Kramer	Denver
E. E. Conroy	New York City
J. Sears	Philadelphia
H. Nathan	Richmond

The above schedule has been drawn up taking into consideration prior commitments which are pending at this time, such as police schools, police conferences, inspections and speeches.

In the event the Director approves the above schedule immediate notice will go forward to the SACs advising them when they are to report. A schedule for the appearance of Assistant Special Agents in Charge will be compiled after it has been determined when the SACs will complete their In-Service Training.

The only SAC not handled on the above schedule is C. W. Stein who is reporting to the Bureau approximately June 15th for Inspection Training and arrangements will be made at that time for him to attend In-Service prior to his return to Honolulu.

EFL:RS

THE DIRECTOR

MAY 30, 1945

EXECUTIVES' CONFERENCE

The Executives' Conference on May 30, 1945, those present being Messrs. Tolson, Glavin, Ladd, C. Tamm, Hendon, Rosen, Long, McGuire, and Morgan considered the matter of special schools or conferences for SACs and Assistant SACs during the current year. It was observed that some few of the SACs and some of the Assistant SACs have participated in the Major Case schools held rather recently. Beginning June 4, 1945 the In-Service curriculum, as approved, will include a large amount of the material which was presented in the Major Case school itself.

The Conference unanimously recommended that, upon the inauguration of the new In-Service school, four SACs be called in to begin In-Service training each Monday, two SACs to be assigned to each of the two incoming In-Service classes; that after the SACs have received this training, the Assistant SACs be called in on the same basis. The new In-Service curriculum will include practical work on simulated major cases and it was felt the SACs and the Assistant SACs would assist greatly in guiding the classes and would themselves profit greatly during the major case work. The Conference felt that SACs and Assistant SACs who participated in the Major Case schools proper should not be called in for the new In-Service school inasmuch as the Major Case schools were held so recently.

With your approval, the foregoing recommended procedure will be followed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 66-2554-370
JUN 5 1945
EX-8

CC: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4/28/92 BY SP-5C

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 JUN 6 1945

AR:MP

THE DIRECTOR 5-31-45

The Executive Conference

KIDNAPING AND OTHER MAJOR INVESTIGATIONS

The Executive Conference on this date, with Messrs. Tolson, Glavin, Quinn Tamm for Tracy, Coffey, McGuire for Nichols, Morgan for Clegg, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin captioned as above. In view of the Dr. Lindsay kidnaping case and the failure of the Richmond Office to receive advice from the Alexandria Police Department concerning this matter, the conference suggested that the recommended Bulletin be transmitted to the Field.

The Bulletin provides that effective arrangements must be made with local law enforcement officers in each Field Division so that the Field Offices will be notified immediately of all matters coming to the attention of the local Police which are within the Bureau's jurisdiction. This is imperative, particularly in the aggravated crimes such as Kidnaping and Bank Robbery.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/13/97 BY SP-5 CJ/JMF

RECORDED 66-2554-3707
INDEXED 37 JUN 5 1945

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EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 6 1945

HRC:HD

THE DIRECTOR

JUNE 2, 1945
(conf of 5/25/45)

EXECUTIVES' CONFERENCE

OTTO A. WILLIAMS
CHIEF OF POLICE
BOUND BROOK, NEW JERSEY
NPA GRADUATE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Sp-5 ca/bmp

The Executives' Conference considered the status of Chief of Police Otto A. Williams of Bound Brook, New Jersey. The above named officer was absent at the time the Director delivered diplomas to the last NPA Class. Williams' diploma was delivered to him personally by a class counselor since he reported that he was ill. Information was received subsequently that the illness could have been a "hang-over" although the counselor saw no evidence of this at the time the diploma was delivered. Williams failed to participate actively in firearms training, claiming a shoulder injury and also feeling embarrassed because his preliminary efforts to hit the bull's-eye were a total flop. He had had a traffic course at Rutgers University and he indicated that he was pretty bored with the traffic instruction at the Academy as much of it was repetitious to that which he received at Rutgers. He is the one who rushed into the room of two of his classmates across the hall one night very frightened, indicated "they are after me." The classmates found his bed covers pretty much tied in knots and Williams was frightened, apparently having had a nightmare or a dream. On another occasion he was found by classmates standing in his room staring in the corner and he refused to acknowledge any greeting to those who came to his door.

He had a practice of leaving his boarding house prior to others in his class so that he would be alone. He stayed aloof from his classmates during recess periods. He was talked to rather severely on one occasion at which time he was informed he would have to improve or he would have to be dropped from the class and he then showed considerable improvement.

These facts were referred to the Newark Office and since he had already received his diploma, the Newark Office was asked to recommend whether his name should appear in the future issues of the NPA Directory of Graduates. Williams was talked to by SA Charles E. Kleinkauf at which time Williams displayed no anger and stated that the course was, in fact, too strenuous for a man of his age; that he was participating in a class of younger officers, and that he felt much of the work was too elementary for him, which, of course, is inconsistent with the statement that it was too strenuous.

RECORDED & INDEXED

166-2554-3708

Fred Roff informed Mr. Clegg that Williams had told him that the course was quite a bit over his head and that an inferiority complex bore down on him rather heavily. Roff stated he had a very definite inferiority complex and stayed alone a bit of the time at conferences but nevertheless was respected as a good honest officer.

EX-3

Chief Williams did not like the instruction given by Mr. Bruce Smith particularly since Smith criticized the use of motorcycles and Williams thought motorcycles should be used. Williams spoke very highly of the instructors and the other

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neasey
Miss Gandy

52 JUN 9 1945

courses, except those in traffic, in his conversation with Agent Kleinkauf and he complimented the way the instruction was given. The Newark Office recommended that his name be kept on the Directory.

The Executives' Conference concurred since he is a Chief of Police and he had sent a bound copy of his annual report to the Director since his return to his department and had shown other evidences of desiring to be cooperative.

Respectfully,
FOR THE CONFERENCE

Messrs. Lee, Coffey, Hendon and Clegg were in attendance at the conference.

Clyde Tolson

E. A. Tamm

At this stage I will go along but I think he should not have been recommended by Newark in the first place, upon record in class he should not have been graduated. We have got to tighten up both in selection & requirements for meeting the training standards

H.

CC - Mr. Hendon
Mr. Clegg

HHC:HD

THE DIRECTOR

5/30/45
Conference of 5/25/45

THE EXECUTIVES' CONFERENCE

MAINTENANCE OF NUMBER 3 REGISTER CARDS

The Executives' Conference, Messrs. Lee, Coffey, Hendon and Clegg being present, gave further consideration to a suggestion by SAC McKee that the #3 Register Cards which are filled out by Agents in the headquarters city be filed at the close of each day behind the names of the individual Agents rather than by dates. The present rule states that these cards should be filed by dates and they are destroyed after a period of one year.

This is a slightly simpler operation than by filing these registration cards daily. The suggestion, however, was submitted to the field and Messrs. Brantley, Drayton, Scheidt, Harbo, and Nathan recommended that the present system of filing by dates be changed so that in the future the cards will be filed by the names of the Agents. Several of these Agents in Charge felt that it would take practically no additional time and others thought that even though some additional time might be required, the advantages outweigh the disadvantages since the Special Agent in Charge and the Inspector review these cards by individual employees rather than by individual dates after they are once reviewed and filed.

SAC Fletcher recognized the advantages but felt that the additional time did not justify the change.

In view of the overwhelming majority of the field employees and Inspectors favoring the method of filing by the names of Agents, the Executives' Conference unanimously concurred with the majority and recommended that the cards be filed behind the names of the Agents in the future.

If this is approved, there are attached instructions for a manual change.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-SG/DAP

Clyde Tolson

66-2551-3709

JUN 5 1945

E. A. Tamm

EX-3

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

JUN 6 1945

ARTHUR

THE DIRECTOR

May 3, 1945

The Executive Conference

SUGGESTIONS FOR ACQUAINTING BUSINESSMEN WITH THE JURISDICTION AND ACCOMPLISHMENTS OF THE BUREAU SUBMITTED BY SAC S. J. DRAYTON, CHICAGO

Members Present: Glavin, Quinn Tamm for Tracy, Hendon, Coffey, Clegg, McGuire for Nichols, and Rosen.

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SUGGESTION

The Executive Conference on May 2, 1945, considered the suggestions submitted by SAC S. J. Drayton concerning the circularization by posters and by letters of individuals who may be in a position to assist us in connection with our substantive jurisdiction. A proposed circular was prepared with reference to pointing out to bankers the Bureau's jurisdiction and there was prepared a proposed letter to be sent to all bank presidents pointing out the Bureau's jurisdiction.

RECOMMENDATION

The Conference believed that our present dissemination of information from the Seat of Government on various timely subjects in news releases and through other Bureau publications very clearly points out the Bureau's jurisdiction. There has been no condition which would justify any special attention in bank robbery cases, hijackings and organized black market operations particularly because we do not have jurisdiction in black market matters, that coming within the jurisdiction of the OPA.

SUGGESTION

66-2554-3710

Proposed circulars were prepared with reference to thefts from interstate shipment and impersonation violations and a letter was proposed to all hotel managers pointing out that there has been an increase in the number of impersonators who have defrauded hotel managers while these individuals posed as members of the armed forces, Federal officers or employees. The proposal indicates that the hotel managers have advised that although they have tried to be helpful by cashing checks for members of the armed forces or Government employees, they have been victimized by these fakers.

RECOMMENDATION

It is believed that such a letter would be undesirable and that the procedure of selecting certain violations within our jurisdiction and directing communications to interested businessmen would be desirable. The general circularization and publicity of the Bureau accomplishes the same and in a more dignified manner.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUN 7 1945

Memorandum for the Director

It was the view of the Conference that any use of posters warning of the Bureau's jurisdiction in certain types of violations is not a dignified type of publicity and would appear to attempt to compete with the Burns Detective Agency type of notice to the public.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

E. A. Tamm

cc-Mr. Rendon
Mr. Clegg

ADDENDUM: 5/7/45 DML:DMG

I disagree. I believe that Mr. Drayton's suggestions have considerable merit and should be put into effect.

D. M. Ladd

I agree with Mr. Drayton I think we could go one a dignified poster calling attention to our jurisdiction in interstate railway and other major violations 5/23

Let not at this
[illegible]

EFC:AF

THE DIRECTOR

June 2, 1945

THE EXECUTIVE CONFERENCE

PROPOSED INTERMEDIATE RUSSIAN LANGUAGE CLASS

The Conference considered a proposal that an intermediate Russian language class be inaugurated in the Cryptanalysis Section of the Laboratory. The Conference was advised that there are presently 9 students in the Laboratory who have successfully completed an elementary course in Russian. It is thought that they should continue these Russian studies on an advanced basis and the proposed intermediate course would be conducted one hour a day, six days a week.

Mr. Ladd and Mr. Glavin pointed out that there was presently available no instructor who could be spared to give this course because of the delinquency in the Translation Section.

The Conference, consisting of Messrs. Tolson, Glavin, Q. Tamm, Coffey, McGuire, Morgan, Ladd, and Rosen, was unanimously of the opinion that this intermediate Russian class should be started just as soon as an additional Russian translator can be employed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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O.K.

cc-Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
66-2554-3711
JUL 6 1945
18
EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUN 7 1945

HHO/bjb

THE DIRECTOR

EXECUTIVES' CONFERENCE

March 21, 1945
(Exec. Conf. of 3/19/45)

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DATE 8/19/92 BY SP-5 cibp

The Executives' Conference, those present being Messrs. Tolson, Tracy, Glavin, E. A. Tamm, Coffey, Hendon, Ladd and Clegg, considered the question as to who should make the comparison of latent fingerprints as well as the development of latent fingerprints on documents and other material when the exhibits come first to the laboratory and involve other laboratory or document examinations.

A sub-committee consisting of Messrs. Tracy, Long and Clegg was appointed to make recommendations. The recommendations concured in unanimously by the Executives' Conference are as follows:

1. When documents require technical examinations in the laboratory, and a part of the problem is the development of any possible latent fingerprints, the treating of the exhibits with iodine fuming and silver nitrate for the purpose of making latent fingerprints legible should be performed in the laboratory by laboratory technicians.

2. All such exhibits and evidence requiring latent fingerprint examinations before it is de-silvered or de-iodined shall be sent in a proper container by the laboratory to the Single Fingerprint Section of the Identification Division for a determination as to whether there are any latent fingerprints of value and if so for the further purpose of making a possible identification. The material having thus served it's purpose will be routed back to the laboratory. If the findings are entirely negative, and there are no latent fingerprints of value, this information will be included in the laboratory report to the contributor. In the event a prolonged latent fingerprint examination is required for purposes of a possible identification or in the event an actual identification is made subsequently, a separate report will go to the contributor from the Single Fingerprint Section in order not to delay the submission of the laboratory report. It is to be noted that the actual ident itself will be made on the basis of photographs of the latent fingerprints developed, which permits the document to return promptly to the laboratory for further handling and examination and for the submission of the laboratory report. The need for this special handling arises from the apparent evidence that the employees of the Single Fingerprint Section are best qualified to determine if a latent fingerprint is of value and worthy of further study.

3. To control the evidence and exhibits and to prevent their loss, there shall be set up in the laboratory and in the Single Fingerprint Section of the Identification Division, a register which will enumerate the items of evidence and exhibits transmitted in each envelope. These envelopes will be receipted for upon arrival at either place and the records maintained in the manner similar to the maintainence of records concerning registered mail.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

RECORDED & INDEXED

66-2554-3778

FEDERAL BUREAU OF INVESTIGATION
JUN 4 1945
U. S. DEPARTMENT OF JUSTICE

JUN 22 1945

ORIGINAL FILE IN

4. Single Fingerprint Section will make a report by telephone to the proper supervisor in the laboratory as soon as each negative report is ready to be made so as to expedite the preparation of the laboratory report. This will be confirmed by a routing slip appropriately prepared which will provide a means of reflecting that there are no latent fingerprints of value on the document. This arrangement is agreeable to both the laboratory and the Identification Division officials and in fact, is the present procedure.

5. That a qualified Single Fingerprint Expert will be designated to conduct classes for document examiners in the laboratory in order to better acquaint these technicians with the procedure used in identifying latent fingerprints and the recognition of latent fingerprints. It was believed that all document technicians should have a well-grounded background of knowledge concerning this phase of the Bureau's work, which would be of benefit to them in the event that they are called as an expert witness and it could be that within due course of time, some of the document examiners will be able to testify both as to the latent fingerprint identification and the other phases of document identification without requiring two expert witnesses to attend the trial. Since these classes would be for the purpose of improving the ability of personnel on the job, the classes should be held during working hours for approximately three hours per week until the course is finished and in the opinion of the instructor necessity for such classes no longer exist.

6. That the above method of handling exhibits or evidence be put into effect for a period of ninety days after which it would be re-examined in order to correct any defects or to improve the administration of this plan where possible and with a view to continuing it if it is believed worthy.

It was estimated on the basis of previous records that there would be about 212 specimens per week which would be sent to the Single Fingerprint Section in the above disclosed manner, but there was not enough work to justify the assignment of a fingerprint technician to the laboratory for reviewing the documents and determining if there were latent fingerprints of value. It was also believed that the examinations and identifications should be made in the Single Fingerprint Section, which is closer to the fingerprint files than the laboratory. A separate report by the Single Fingerprint Section when an examination or identification is made on the basis of a potentially valuable latent fingerprint was recommended because experience has shown that otherwise the laboratory report would be held up for approximately six and one-half days. On negative cases where no latents are observed, this information, it is noted, will be included in the regular laboratory report.

The above disclosed procedure does not in any way affect the handling of latent fingerprint examinations made exclusively in and by the Single Fingerprint Section when no other technical or laboratory examination is involved. In such instances, the entire processing and identification is handled in the Single Fingerprint Section.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

CC. Mr. Clegg
Mr. Hendon

EPM:HD

THE DIRECTOR

JUNE 5, 1945

EXECUTIVES' CONFERENCE
30th Session - NPA

On June 5, 1945 the Executives' Conference, Messrs. Tolson, Glavin, C. Tamm, McGuire, Long and Morgan being in attendance, considered and unanimously recommended the following departments for the next session of the FBI NPA:

Little Rock, Arkansas PD
Arkansas State Police
University City, Missouri PD
Charlottesville, Virginia PD
Virginia State Police

With your approval, appropriate action will be taken in line with securing representatives from these departments.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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DATE 8/19/92 BY SP-5 Sci/bpc

cc * Mr. Hendon
Mr. Clegg

RECORDED 66-2554-3714

EX-16

on
Tamm

N 8 1945

JJM:amd

THE DIRECTOR

June 5, 1945

The Executives Conference

The Executives Conference on June 5, 1945 consisting of Messrs. Tolson, Glavin, Quinn Tamm, Long, Morgan, McGuire, Rosen and Ladd considered the suggestion of Miss Margery Williams, Stenographer, that only one copy of each serial be maintained in the regular field office file, and that additional copies be placed in a separate folder or envelope. The only apparent advantage in this suggestion would be the increased facility in reviewing the file.

The Conference unanimously felt, however, that the disadvantages of having two files instead of one, and the dual problem that would arise involving file charge-outs, and space militated against the suggestion. In addition, each time an Agent needed a copy of a serial for investigative purposes, he would have to check the master file containing the originals to determine what copies he does need, and then go to the separate folder or envelope to have the desired copy removed. It was also pointed out that where two or more files on the same individual or subject matter were involved, the problem would increase proportionately.

The Conference unanimously recommended against the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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OK

RECORDED & INDEXED

66-2654-3715

73

EX-3

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

23 JUN 9 1945

JJM:aml

THE DIRECTOR

June 5, 1945

The Executives Conference

The Executives Conference on June 5, 1945 consisting of Messrs. Tolson, Glavin, Quinn Tamm, Long, Morgan, McGuire, and Rosen considered the suggestion of Mary W. Healy of the Boston Field Division that messages transmitted via the Direct Line Teletype that are sent to the Washington Field Office not be numbered.

It was pointed out that on the same day that Miss Healy submitted her suggestion, instructions were submitted to all offices on the Direct Teletype Line ordering each office to maintain numbering sheets with each of the other offices on the circuit, in the same manner as the number sheets maintained with the Bureau and the offices on the telemeter circuit, which answered Miss Healy's suggestion.

The Conference was unanimous in the opinion that Miss Healy's attention should be called to the Bureau's instructions of May 24th, which answers her problem.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
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DATE 8/19/92 BY SG-SCP/PW

RECORDED
&
INDEXED 66-2854-3116
73 JUN 9 1945

CC-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 JUN 9 1945

JJM:aml

THE DIRECTOR

June 6, 1945

The Executives Conference

The Executives Conference on June 5, 1945 consisting of Messrs. Tolson, Glavin, Quinn Tamm, McGuire, Rosen, Ladd, Long and Morgan considered replacing on the mailing list certain law enforcement officials who have not been receiving the Law Enforcement Bulletin since 1942.

It was pointed out that in 1942 about 17,000 individuals and agencies received the Bulletin. We sent a form out at that time inquiring if the recipients desired to continue receiving the publication. 8,000 forms were returned, and on August 17, 1942, the Conference and the Director approved dropping the other 9,000 individuals and agencies from the mailing list. It was pointed out that we are missing many good law enforcement agencies at the present time. In Alabama, for example, only 14 out of 67 sheriffs, and only 33 chiefs of police are getting the Bulletin now.

Accordingly, the Conference unanimously recommended:

1. That all sheriffs not now receiving the Bulletin be furnished the Bulletin in the future.

2. That all chiefs of police formerly receiving the Bulletin but who were cut off in 1942 because they did not return the form be replaced on the active mailing list to get the Bulletin.

3. That all other state, federal and law enforcement officers, except city marshals and constables, who formerly received the Bulletin but who did not return the form be replaced on the active mailing list to receive the Bulletin.

It is estimated that approximately 5,000 more law enforcement bulletins will be sent out each month. We now send out 9,300 copies, and this will increase our active Law Enforcement Bulletin Mailing List to 14,300.

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DATE 8/19/92 BY SP-5 Lb/bmc

Respectfully,
For the Conference

RECORDED
INDEXED
66-2554-3717
73

S. Clyde Tolson

E. A. Tamm

53 JUN 9 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neas
Miss Gandy

Mr. Hendon
Mr. Clegg

JJM:amI

THE DIRECTOR

June 5, 1945

The Executives Conference

The Executives Conference on June 5, 1945 consisting of Messrs. Tolson, Glavin, Quinn Tamm, Long, Morgan, McGuire, Rosen and Ladd considered the suggestion made by William C. Jackson of the Chief Clerk's Office that the Bureau eliminate maintaining Administrative files on clerical employees. A survey made by the Records Section indicates that 6,244 clerical employee Administrative files are maintained, and that each file - after an employee has been in the service for two years - contains an average of only three serials.

The Conference was unanimous in recommending adoption of this suggestion, as the separate Administrative file on clerks serves no valuable purpose, will substantially reduce filing space, and will materially save time presently used in preparing files on new clerical employees.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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CC-Mr. Hendon
Mr. Clegg

RECORDED 66-2554-3718
INDEXED 93
33 JUN 13 1945

EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

9 JUN 13 1945

EPH:RS

THE DIRECTOR

MAY 30, 1945

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
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DATE 8/19/82 BY Sp-5 ci/OMP

The Executives' Conference on May 30, 1945 those present being Messrs. Tolson, Glavin, Q. Tamm, Ladd, Hendon, Rosen, Long, McGuire, and Morgan considered rather extensive recommendations made by Inspector J. S. Egan for the consolidation of the entire messenger setup in the Bureau as set forth in the attached memorandum incorporating the detailed observations of Mr. Egan. The Inspector has recommended:

1. That a central messenger system be established into which should be consolidated the messenger units now assigned to the routing unit of the Records Section, the fifth floor messenger room of the Records and Communications Division, and the first floor messenger room now assigned to the Security Division.

2. That substations comparable to that now established in the Laboratory be setup on the first and fifth floors to handle special requests for messengers, these substations to be under the jurisdiction of the central messenger system and personnel assigned as requested by this central unit.

3. That the consolidated unit be situated near the routing unit on the seventh floor and include rooms 7704 and 7706.

In substantiating his recommendation, Mr. Egan pointed out that at the present time there are three large messenger units operated in the Bureau only one of which, that one commonly referred to as the fifth floor messenger room, is under the jurisdiction of the Communications Section of the Records and Communications Division. The disadvantages of the present system, according to Mr. Egan, are a lack of any centralized authority, an excessive number of steps taken before mail is delivered to the official or supervisor who actually takes action upon it, a lack of uniformity in handling all mail at the present time, and a rather high degree of confusion existing under the present system.

Messrs. Tolson, Glavin, Hendon, Q. Tamm, Long, and Morgan concur in the opinion of the Inspector and recommended that the various messenger units of the Bureau be consolidated. Mr. Ladd and Mr. Rosen concurred in the idea of centralization provided they be permitted to retain two special messengers each under their own personal supervision as at the present time. It is noted in this regard that the Inspector has recommended substations for special messengers on the first and fifth floors would be under the jurisdiction of the central messenger unit and not any particular Division

The foregoing members of the Conference recommended that Mr. Egan be directed to place the new system, if approved, into effect.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Mr. Gandy

CC: Mr. Hendon
Mr. Clegg

JUN 13 1945

66-2554-3719

Mr. McGuire opposed the centralization of the messenger service stating that the special service demanded of the fifth floor messenger room as well as the first floor messenger room would be much slower than it now is even if operating out of substations and that in addition the creation of a number of substations would lessen the amount of supervision that could be given the messenger service; further, that if all the messengers assigned the substations were on call it would be necessary to have a messenger travel down from the seventh floor to the first floor in order to respond to a call. He also felt that centralization would make administration of the messenger service top-heavy and that through training of the fifth floor messengers, which is now under way, it would be possible to overcome the undesirable features in the lack of uniformity presently existing in the routing of mail. Mr. McGuire also felt that centralization would take our messenger runs on long routes due to the necessity of returning to the seventh floor and that the Director's run and the signature mail run would suffer if we moved the messenger setup to the seventh floor inasmuch as a considerable amount of special handling is required on this particular mail. Mr. McGuire felt generally that the proposed centralization would merely be moving confusion, if existent, from the fifth floor to the seventh floor and that special training which is desirable and is now under way, would overcome the objectionable features under the present system; that we should not have a centralization but embark on a detailed training program for messengers.

In the event the opinion of the majority of the Conference is approved, Mr. Egan will be directed to setup the new messenger service and arrange it in good working order.

Respectfully,
For the Conference

I am strongly in favor of centralization as well as proper training of messengers — H.

Clyde Tolson

E. A. Tamm

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JJM:aml

THE DIRECTOR

June 6, 1945

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Glavin, Quinn Tamm, Rosen, Ladd, McGuire, Morgan, and Long considered the suggestion of Mildred M. Jones, of Huntington, West Virginia, and Mrs. Vera M. Doyle, of Kansas City, that the Mailing List of Bureau Field Offices indicate thereon those offices having Western Union Tie Lines.

The Conference was unanimous in the opinion that it might be well at this time to make inquiries of the Western Union Company as to the availability of page printers for each field office so that all of our continental offices may have Tie Lines. The Records and Communications Division will make appropriate inquiries on this point, and in the event Tie-in Lines can be installed in each office, we can have a uniform procedure throughout the field. If not, it would then be necessary to make more additions to the present Mailing List Form, which is rather confusing at this point in view of the many different notations now on our Mailing List Form.

Letters are attached thanking the employees for this suggestion and advising them of the action being taken.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachments

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66-2554-3720

JUN 11 1945

EX-13

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

233

JUN 12 1945

EPH:JD

THE DIRECTOR

June 8, 1945

THE EXECUTIVES' CONFERENCE

As you will recall, a portion of the training formerly included in the Major Case School has now been incorporated in the regular curriculum, including practical inspection work affecting Bureau firearms twice each week. Ten guns are required for this training and in order that they might be available for the regular training each week, consideration was given to and the Conference unanimously recommended that the guns be maintained in locked cabinets in a room on the fourth floor of the Armory Annex, which room will also be locked. It was noted by the Conference that there is no gun vault available in the Armory.

Those present at the conference on June 5, 1945, were Messrs. Tolson, Glavin, Q. Tamm, McGuire, Long and Morgan.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Sp-5 [illegible]

RECORDED & INDEXED 66-2654-3721
18 35 JUN 11 1945

EX-13

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 13 1945

WRG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 8, 1945.

The Executive Conference of June 5, 1945, consisting of Messrs. Tolson, Ladd, Rosen, McGuire, Long, Morgan, Quinn Tamm, and Glavin considered a recommendation made by Mr. H. L. Edwards of the Administrative Division concerning the retention of Vocation Records Section's Condemned Federal Jails File.

For the Director's information, at the present time the Administrative Division maintains a card file on condemned jails. This file is kept in a current condition through lists furnished to the Bureau by the Bureau of Prisons reflecting the various local jails on the condemned list or the housing of federal prisoners. After these lists are received the necessary information is forwarded to the field so that all field offices at all times may be aware of condemned local jails in their particular area.

Mr. Edwards felt that the file maintained in the Vocation Records Section of the Administrative Division serves no useful purpose since the information is furnished to the field and further the original memorandum received in the Bureau from the Bureau of Prisons is on file in the Administrative Files Section.

The recommendation was made by Mr. Edwards that this file be disposed of in the Administrative Division and the Conference concurred unanimously in this regard. Should the Director approve, appropriate disposition will be made of this file.

Respectfully Submitted,
FOR THE DIRECTOR

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 ciphc

EX-156 RECORDED & INDEXED
166-2554-3722
Clyde Tolson
JUN 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

54 JUN 13 1945

357

EPM:DR

THE DIRECTOR

EXECUTIVES' CONFERENCE

June 11, 1945

On June 9, 1945, the Executives' Conference considered a request made by SAC Hallford that Lieutenant Leonard Fehlauer, assistant to Captain James P. Downs, UPA of the Baltimore Police Academy, be designated to attend the July Session of the National Academy. The Commissioner of Police in Baltimore is anxious for Fehlauer to attend this session inasmuch as he might in the very near future take Captain Downs' place as head of their Academy.

The Conference, those in attendance being Messrs. Tolson, Clavin, Ladd, Rosen, Q. Tamm, Hendon, Long, McGuire and Morgan, unanimously approved the designation of this representative of the Baltimore Police Department to attend the July Session of the Academy.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

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RECORDED & INDEXED 66-25554-3723
JUN 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 13 1945

June 11, 1945

TO: THE DIRECTOR

FROM: EXECUTIVES CONFERENCE

SUBJECT:

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 cibrp

At a meeting of the Executives Conference on June 11, 1945, which was attended by Messrs. Tolson, Glavin, Rosen, Hendon, Q. Tamm, McGuire, Morgan, Long and Ladd, the attached request from Colonel Jones of the Civil Affairs Division of the War Department for assistance in contacting graduates of the National Police Academy who might be interested in being employed by the War Department and assigned to setting up of police groups in that portion of Germany occupied by the American forces, was discussed.

The Conference unanimously recommended that the most recent list of NPA graduates be furnished to Colonel Jones in order that he might circularize them direct and that he be advised that a number of former graduates are already in the Military Forces as will be indicated in the booklet on NPA Graduates.

In the event you approve of the action of the Conference, copy of the most recent booklet on the NPA will be furnished to Colonel Jones.

Respectfully,
For the Conference

Clyde Tolson,

Edw. A. Tamm

CC - Mr. Clegg
Mr. Hendon

66-2554-3724

RECORDED & INDEXED
146

JUN 12 1945

EX-16

385

59 JUN 14 1945

June 11, 1945

TO: THE DIRECTOR

FROM: EXECUTIVES CONFERENCE

SUBJECT:

At a meeting of the Executives Conference on June 11th with Messrs. Tolson, Glavin, Rosen, Hendon, Q. Tamm, McGuire, Morgan, Long and Ladd in attendance, the question was raised with reference to the Bureau's policy relative to making Laboratory examinations for police departments in South America. It was pointed out that on occassions we have received a few such requests and it was suggested thatin order that the Legal Attache might know the Bureau Policy, appropriate instructions should be issued to them.

Messrs. Tolson and Hendon were opposed to making Laboratory examinations for police departments in South America.

Messrs. Glavin, Rosen, Q. Tamm, McGuire, Morgan, Long and Ladd recommended that the Legal Attaches be advised that the Laboratory would make examinations for police departments upon their request and would furnish a Laboratory report to them but could not make available Laboratory experts to testify in court with reference to their findings. It was pointed out to the Conference that it was believed that this would be a big help in acquainting law enforcement agencies in South America with the extent and scope of the operations of the FBI and the advance which the FBI has made in scientific law enforcement. It was also thought that this would be of considerable help to the Agents who were assigned to Police Departments in a liaison capacity as police instructors.

In the event you approve of the action of the majority of the Conference, it is suggested that the attached proposed Legal Attache bulletin be distributed.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY Sp-5cibrg

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

RECORDED & INDEXED 166-2554-3725 JUN 13 1945

CC - Mr. Clegg
Mr. Hendon

EX-16

59 JUN 14 1945

Mr. Tolson

THE DIRECTOR

April 25, 1945

The Executive Conference

PRACTICE INVESTIGATIONS BY SPECIAL AGENTS

On April 24, 1945, the Executive Conference, attended by Messrs. Glavin, Quinn Tamm for Tracy, Hendon, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen, unanimously approved the attached Bureau Bulletin which points out that whenever a pretext is used in connection with an investigation, it is the joint responsibility of the Special Agent in Charge and the Special Agent involved to insure that the Agent does not become involved in any situation which might prove embarrassing or compromising to the Agent or the Bureau, and that particular caution is necessary in using a pretext in a White Slave Traffic Act or Illegal Transportation of Obscene Matter case.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Attachment
cc-Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/2004 BY SP-5 cjb

RECORDED
EX - 35

66-2554-3726

FEDERAL BUREAU OF INVESTIGATION
JUN 11 1945
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 66-8200-104

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

13

JUN 1 1945

HBL:EH

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 11, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 CLAW

The Executive Conference consisting of Messrs. Tolson, Glavin, Hendon, Ladd, Q. Tamm, Morgan, McGuire, and Long, considered a request for a handwriting examination made by the Director of Guardia Civil at Guatemala City upon the Legal Attache at Guatemala. The Guatemalan Customs Service had requested the local police agency to make this handwriting examination but they do not have the facilities for doing so. The case in which the examination is requested is considered by the Director of Guardia Civil as being of importance and no further information is available as to the nature of the case in which it is involved, although it is stated that the evidence submitted will be needed in the trial.

It was the unanimous opinion of the Conference that since this evidence has been received in the Laboratory from the Legal Attache, a handwriting examination should be made and the results furnished to the Legal Attache at which time, however, he will be advised that it will not be possible to send the examiner to Guatemala City to testify as to the results of his comparison.

If you approve, this examination will be made and the results forwarded to the Legal Attache with the advice indicated above.

Respectfully,
For the Conference

O.K.
H.

Clyde A. Tolson

E. A. Tamm

CC-Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

66-2554-3727
IF IB
32 JUN 18 1945

191

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

385

59 JUN 14 1945

QT:hmg

Sugg. No. 14 June 8, 1945

Employee: Assistant SAC Edward L. Olsen
Albany

THE DIRECTOR

Experts in Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 Sci/STK

Members present: Messrs. Tolson, Glavin, Morgan, McGuire, Long, Rosen, Ladd, and Quinn Tamm.

Employee suggests: This employee suggests that the Bureau issue to Field Offices as a part of the general supplies a small plywood board to which would be affixed a clamp for holding fingerprint cards in order that Agents may properly take fingerprints.

RECOMMENDATION: The Conference is unanimously opposed to this suggestion. It is pointed out that this would necessitate the purchasing of hundreds of pieces of equipment of this type at a unit cost of $8.50. The Field Divisions at the present time are all equipped with fingerprint stands and the Agents are supplied with small kits to be used on road trips. It is felt the kits presently in use are adequate.

There is attached hereto a letter to Mr. Olsen thanking him for his suggestion.

R

Respectfully,
For the Conference

RECORDED & INDEXED 166-2634-3728
IF IB II
36 JUN 13 1945

Clyde Tolson

EX-13

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

hmg 385

59 JUN 14 1945

CT:hmg

June 8, 1945

Sugg. No. 11
Employee: Agent Lloyd S. Goodrow
New Haven

THE DIRECTOR

Executive Conference

Members present: Messrs. Tolson, Glavin, Morgan, McGuire, Long, Rosen, Ladd, and Quinn Tamm

Employee suggests: A suggestion was submitted by the above-named employee that in addition to filing I.O.'s numerically in the Field Offices, they also be filed according to fingerprint classification.

RECOMMENDATION: It was unanimously recommended that this suggestion not be adopted. It was pointed out that Identification Division facilities are maintained on a fingerprint basis. It is not felt that the Field Offices should maintain separate fingerprint files.

There is attached hereto a letter to Agent Goodrow so advising him.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/82 BY SQ-SCI/DHC

RECORDED
INDEXED
1 72

166-2554-3729
F B I
36 JUN 13 1945

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 14 1945

EX-18

EPC:AF

THE DIRECTOR

April 25, 1945

THE EXECUTIVE CONFERENCE

ELECTRIC MEGAPHONES

To the Executive Conference on April 24, 1945, consisting of Messrs. Ladd, Glavin, Q. Tamm, Hendon, Coffey, Morgan, McGuire, and Rosen, Mr. Coffey proposed that the Bureau purchase six more of the electric megaphones and that these be placed at six of the larger offices throughout the country. The electric megaphone looks like and is used like an ordinary megaphone except that it has an electric amplifier unit built into it which operates with batteries. This permits voice of considerable volume to be spread over a fairly large immediate area. These megaphones were developed for the Navy and are used in landing operations, etc. The Bureau at the present time has two of them, one being in the Laboratory and one in New York, and the additional six are proposed in view of the favorable comments concerning them received from various SACs and Agents who have used them. It is Mr. Coffey's opinion that there is not sufficient use to warrant furnishing one to each field office.

The units cost about $150 each, the six totaling $900.

Mr. Coffey further advised that Mr. E. A. Tamm concurred in recommending this purchase.

With the exception of Mr. Coffey, the Conference was opposed to the purchase of this equipment on the ground that the units were not sufficiently needed in the Bureau.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 CA/PW

E. A. Tamm

cc Mr. Clegg
Mr. Hendon

RECORDED
EX-35

66-3224-3730
FEDERAL BUREAU OF INVESTIGATION
JUN 12 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS OF PERSONAL

ORIGINAL FILE IN 66-3224

140

HHG:ER

THE DIRECTOR

MAY 10, 1945

EXECUTIVES' CONFERENCE

Filed

The Executives' Conference approved the attached letter transmitting the service manual for the Remington Model 81 Rifles to each field office for their records and guidance in handling this weapon which is a part of the equipment of each field office.

A copy of the manual is attached.

Those present at the Conference on May 8, 1945 were Messrs. McGuire, Coffey, Q. Tamm, Ladd, Hendon, Glavin and Clegg.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY sp-sci/pw

EX-12

RECORDED & INDEXED

66-2554-3731

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

INITIALS

ORIGINAL COPY FILED IN 66-3760-5525

1 ENCL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

140

MAY 22 1945

HLS:kjs

MR. CLEGG

May 7, 1945.

H. L. SLOAN

SERVICE MANUALS
REMINGTON MODEL 81 RIFLES

I am forwarding to the Bureau a sufficient number of Service Manuals for the Remington Model 81 Rifles, to furnish one copy to each Field Office.

These manuals, which were sent to us by the Remington Factory, on instructions of Mr. Dave Flanagan, their representative, are of recent publication, complete in every detail and should prove of value when having the rifle repaired by local gunsmiths.

OK

These service manuals should be forwarded to each Field Office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 Gilbert

ENCLOSURE

RECORDED
66-2554-3731
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

L. B. Nichols

May 17, 1945

M. A. Jones

RE: SUGGESTED REPRINTS OF OUTSTANDING BUREAU CASES FROM RECENT ISSUES OF "THE INVESTIGATOR"

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/14/72 BY SP-5 ...

As you know, since last November we have been folowwing the policy laid down by the Bureau of including in each issue of "The Investigator" one or more outstanding cases which the Bureau investigated in years past. It has been found through inquiries made at clerical conferences and through comments made by Agents attending In-Service Classes that these features have received universal approval. They have apparently been of particular interest to new employees who hear a great deal about such cases as "The Kansas City Massacre," "The Barker-Karpis Gang," "The Dillinger Gang," etc., but never have an opportunity to learn the details concerning these cases or the part the Bureau has had in solving them.

Since we have now completed most of the outstanding cases from the early bank-robbery, kidnap era, it is thought the Bureau may desire to give consideration to the reprinting of all of these features under one cover before the plates in the Mechanical Section are destroyed. Mr. Renneberger advises that it is only possible to save "Investigator" plates for a period of approximately six months since they are voluminous and take up a great deal of storage space. He stated, however, that the plates for these particular cases would be saved in case the Bureau saw fit to use them for reprints.

RECOMMENDATION: It is believed that a reprint of the feature articles on outstanding Bureau cases appearing in issues of "The Investigator" would be particularly valuable for distribution to new employees, as well as those already in the service. It is also believed that it would be very worthwhile to have reprints available for employees to send to their parents at home. Because all of these cases have become part of the Bureau tradition, it is believed they would become increasingly valuable as the years go by.

Copies of the features referred to above are being attached.

1 ENCL

JJM:HBM; 5/18/45

Unanimously approved by the Executives Conference consisting of Messrs. Glavin, Hendon, Quinn Tamm, Rosen, Coffey, Morgan, Ladd and McGuire.

RECORDED

66-2654-323

FEDERAL BUREAU OF INVESTIGATION
MAR 7 1946
U.S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

58 MAR 18 1946

EPM:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 12, 1945

On June 12, 1945, the Executives' Conference, Messrs. Tolson, Glavin, Ladd, Q. Tamm, Hendon, Long, McGuire and Morgan being in attendance, unanimously recommended the designation of a representative from the Akron, Ohio, Police Department and the Sheriff's Office, Ridgeland, South Carolina, for the July Session of the FBNA.

Inspr County

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

OK
H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Sp-5 ci

RECORDED & INDEXED 66-2657-3732
F B I
32 JUN 15 1945

EX-18

. Tolson
. E. A. Tamm
. Clegg
. Coffey
. Glavin
. Ladd
. Nichols
. Rosen
. Tracy
. Carson
. Egan
. Hendon
. Pennington
. Quinn Tamm
. Nease
ss Gandy

JUN 15 1945

201

EBL:EH

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 13, 1945

The Executive Conference consisting of Messrs. Tolson, McGuire, Ladd, Hendon, and Long, considered the advisability of forwarding to the Honolulu and Anchorage Field Divisions a copy of the "Manual of Identification of Radio Stations."

In this connection on January, 1945, you approved issuing this manual to Bureau employees actually engaged in radio monitoring within the United States. It was limited to the United States in that at that time it was felt that from a security standpoint they should not be forwarded outside the continental limits of the United States. These manuals contain technical data relative to Japanese, Russian, and many other radio stations and is of great value to all the Bureau's monitoring personnel.

It was the unanimous opinion of the Conference that from a security standpoint it was no longer believed that there would be any risk in making these manuals available to Honolulu and Anchorage, and it was recommended that they be so furnished.

If you approve this will be done.

Respectfully,
For the Conference

Clyde A. Tolson

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 Ca/124

E. A. Tamm

CC-Mr. Clegg
Mr. Hendon

66-2554-3733

RECORDED & INDEXED

36 JUN 15 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

62

69 JUN 15 1945

DIRECTOR.

THE DIRECTOR

June 11, 1945

The Executive Conference

USE OF INVESTIGATIVE FACILITIES OF THE BUREAU BY THE LANDS DIVISION OF THE DEPARTMENT

The Executive Conference on this date with Messrs. Tolson, Glavin, Hendon, Quinn Tamm for Tracy, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Egan in attendance, unanimously approved the attached circular to all Special Agents in Charge and to all Bureau officials, which was prepared in accordance with the Director's instructions, concerning the use of the investigative facilities of the Bureau by the Lands Division of the Department.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

I do think prompter action should be taken on such matters. It took me June 8 to force it to get this thru.

H.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 CIA/NHF

RECORDED & INDEXED

66-2551-3734

JUN 15 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

62

39 JUN 15 1945

AB:WW

THE DIRECTOR

June 14, 1945

The Executive Conference

BRIBERY CASES GROWING OUT OF OPA AND OPT MATTERS

The Executive Conference on this date with Messrs. Tolson, Glavin, Hendon, Quinn Tamm for Tracy, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Egan in attendance, unanimously approved the attached Bureau Bulletin setting out instructions regarding the Bureau's handling of bribery cases growing out of OPA and OPT matters and requesting that the field refer these complaints to the Bureau by teletype and thereafter await Bureau clearance before proceeding with the investigation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 Cl/bmk

156

INDEXED & RECORDED

EX-8

166-2554-3736
IF IB II

36 JUN 15 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WW

62

58 JUN 15 1945

WEG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 13, 1945

The Executive Conference of June 11, 1945, consisting of Messrs. Tolson, Ladd, McGuire, Long, Morgan, Hendon, Quinn Tamm, and Glavin considered the desirability of forwarding to all employees a copy of Departmental Supplement No. 5, Circular No. 3859 pertaining to the granting of annual leave.

The suggested bulletin to all Bureau employees is attached hereto. This bulletin quotes the supplemental issued by Mr. McGranery on June 7, 1945.

Should the Director approve, this bulletin will be forwarded to all Bureau employees.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 ai/ml

RECORDED
INDEXED

166-2554-3737
F B I

36 JUN 15 1945

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

59 JUN 15 1945

AB:WW

THE DIRECTOR

June 11, 1945

The Executive Conference

MANUAL OF SELECTIVE SERVICE REGULATIONS

The Executive Conference on this date with Messrs. Tolson, Glavin, Hendon, Quinn Tamm for Tracy, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge and Bureau officials transmitting Packet No. 65 issued by the Director of Selective Service for insertion in the Manual of Selective Service Regulations.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP-5 [illegible]

EX-16

166-2551-3738

IF IB IV

36 JUN 15 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 15 1945

VRG:rf

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 15, 1945.

The Executive Conference of June 15, 1945, consisting of Messrs. Tolson, Quinn Tamm, Hendon, Ladd, Morgan, Nodurre, Long, Rosen, and Glavin considered the desirability of bringing to the Seat of Government clerical employees assigned to San Juan, Anchorage, and Honolulu for a refresher course of a period of from three to six days after they have been assigned to the territorial office for a period of 18 months.

The Conference was of the opinion that such employees should be brought to the mainland at the expiration of 1[illegible] months' service in the territorial office and that if the employee desires leave at that time that such leave be granted. The Conference further was of the opinion that those employees who have been recruited locally in the territory, there being several such employees, will not be directed to take this refresher course unless they hold key positions. The Conference further recommends that these employees be brought in beginning July 16, 1945, and that not more than one be brought in from any office at a time; that there be a month's interval between these refresher courses so that more than one employee is not absent from the territorial field division at one time.

Should the Director approve, the Conference's recommendation in this matter will be appropriately handled.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/12 BY Sp-5 Ca/Bmp

cc Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

RECORDED
INDEXED

66-2554-3139
F B I

36 JUN 18 1945

50 JUN 21 1945

EBL:EH

June 14, 1945

Sugg. No. 23
Employee: Woodrow W. Wentworth
Radio Monitoring Officer
Washington, D. C.

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, McGuire, Ladd, Hendon, and Long.

Employee suggests: This employee suggested that a member of the Seat of Government Radio Monitoring staff make an inspection of the South Natick, Massachusetts, and the Beaverton, Oregon Monitoring Stations once every six months in order that the various technical problems encountered in the course of the work could be discussed with the radio monitoring personnel in order to get these problems first hand on the job. The employee felt that this would increase the efficiency of the operation of these stations and felt that it should apply only to these stations at this time since the majority of the monitoring personnel is located at these two stations and the Clinton Monitoring Station which is, of course, visited often since it is located in close proximity to Washington.

It was pointed out to the Conference that there is presently in effect a technical engineering inspection plan scheduled for each such station every three months; that in addition the head of the Monitoring Unit has, and will in the future, visited these stations as the need arises and not in accordance with any periodic plan.

RECOMMENDATION: It was the unanimous opinion of the members of the Conference that the present plan was sufficient and that the employee's suggestion should not be approved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-SCIB

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

OK

RECORDED 166-2554-3740
F B I
36 JUN 18 1945

EX-68

Clyde Tolson
E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Hendon
Mr. Clegg

50 JUN 21 1945

JJM:HBM

THE DIRECTOR

EXECUTIVES CONFERENCE

June 12, 1945

C. W. Radio

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/29/82 BY SP-5 Sci/SHP

On June 9, 1945, the Executives Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Hendon, Rosen, Morgan, Ladd, Long and McGuire, considered the following:

1. The disposal of radio equipment which is not in operation at the present time but which is occupying valuable space in the Boston, New Haven, New York, Norfolk, Chicago, New Orleans and San Antonio Field Offices. Earlier in the war emergency radio stations were located in those offices to give the Bureau communication facilities in the event of a disaster, air raids, or disruption of the nation's ordinary land communication facilities. Last year operations ceased over the stations in the above listed offices; the antennae were pulled down, but the equipment was kept in place since it was felt at that time that the buzz bombs conceivably could be launched by submarine against eastern cities.

The Conference was unanimous in recommending that the Laboratory check the inventory of the equipment at the above-mentioned offices, and in the event none of it is desired by the Laboratory that the property be declared as surplus and disposed of.

2. The Conference considered closing the radio station presently in operation at Miami. In addition to maintaining a regular contact with the Bureau station at Clinton, Maryland, to insure adequacy of operation the Miami Office has been handling traffic from San Juan, which is of value in the Bureau's visa and exit control program, the information being largely lists of passengers on incoming planes and ships. This information is passed from the San Juan Office to Miami for the benefit of the Agents who interview the passengers upon arrival. The Miami radio station has been furnishing the information to the Bureau so that name checks could be made and any derogatory information furnished to the Miami Office prior to the arrival of the planes and ships. The Security Division has advised that this program is being tapered off to a large extent; consequently the radio traffic will be light.

Mr. Hendon advised that during the course of his inspection it was his finding that it would be cheaper to transmit the information from Miami on name searches by teletype rather than by radio, and he recommended discontinuance on that ground. Mr. McGuire advised the Conference that the station at Miami no longer serves as a relay point for our SIS network.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 51 EX-68 66-2554-3741

26 JUN 18 1945

61 JUN 20 1945

Accordingly, the Conference recommended that the Miami station cease operation and that the equipment, if not needed by the Laboratory, be declared surplus.

3. The Conference next considered closing certain of the radio stations on the West Coast. At the present time we have a station at San Diego that acts as a relay point for Honolulu and Anchorage, a station at Skyline, Oregon, which is an emergency relay station, a station at Seattle that handles Alaskan traffic, as well as two feeder stations located at San Francisco and Los Angeles. Neither San Francisco or Los Angeles handle any regular traffic but merely maintain contact on a regular schedule each day to make certain that the equipment is in proper operating condition.

The majority of the Conference felt that the West Coast radio stations should be kept in operation in view of the war in the Pacific, that there are possibilities of damage to communications on the West Coast due to Jap balloon explosions, and in the event of an emergency condition on the West Coast it would be to the best interest of the Bureau not to be caught unprepared. Those in favor of keeping the West Coast stations in operation were Messrs. Rosen, Ladd, Long, McGuire and Quinn Tamm. The minority, consisting of Messrs. Tolson, Glavin, Hendon and Morgan, favored closing the San Francisco and the Los Angeles stations and recommended that the radio personnel be transferred to other duties and that the equipment, if not needed by the Laboratory, be declared surplus.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

Share majority view. Considered a gainful date since Oct, 1945.

cc - Mr. Clegg
Mr. Hendon

WRG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 15, 1945.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/94 Spec Ltr

The Executive Conference consisting of Messrs. Tolson, Quinn Tamm, Hendon, Long, Morgan, McGuire, Ladd, Rosen, and Glavin again considered the previous suggestion brought up in March of this year concerning the continuance of the 60-hour work week in the Identification Division.

For the Director's information, there is attached hereto this previous Executive Conference memorandum dated March 7, 1945, concerning this particular matter.

Mr. Quinn Tamm indicated that he felt the 54-hour week would be desirable, that the hours could be from 8:00 AM to 5:30 PM, and that there would not be any difficulty with the additional salary which must be paid for night work. For the Director's further information, under the Pay Bill presently under consideration any employment after 6:00 PM will necessitate a definite pay scale even though that period of employment may be only one-half hour. Under the Pay Bill any time worked after 6:00 PM will be paid at 10 per cent more than the rate paid for regular service before 6:00 PM.

Mr. Tamm stated that he felt by setting up the 54-hour week even more employees than are presently on the 60-hour week would wish to work those hours which would be to the benefit of the Identification Division. Mr. Tracy had previously concurred in this opinion.

The Conference, therefore, recommends that effective July 1, 1945, the working hours of the Identification be the 4[illegible]-hour week scheduled from 8:00 AM to 4:30 PM or the 54-hour week scheduled from 8:00 AM to 5:30 PM. The Conference further recommends that the attached memorandum go forward to Mr. Quinn Tamm advising him in this regard so that the appropriate notification can be given to the employees in the Identification Division.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

EX-63

RECORDED & INDEXED 36 JUN 18 1945

K6-2554-3742
IF IB II

50 JUN 21 1945

E. A. Tamm

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-11-2011

MEL:EH

THE DIRECTOR

June 15, 1945

THE EXECUTIVE CONFERENCE ~~CONFIDENTIAL~~

8/24/92 Classified by: SP-5 Sci/Date
Declassify On: 25X1
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

The Executive Conference consisting of Messrs. Tolson, Glavin, Q. Tamm, Hendon, Ladd, McGuire, Rosen, Morgan, and Long, considered the Bureau's monitoring activities and the question as to possible curtailment.

In this connection it was pointed out to the Conference that in September, 1944, the Conference had considered the Bureau's radio monitoring facilities and at that time unanimously felt that available and adaptable facilities of the Bureau, which are or can be used for radio monitoring purposes, should be maintained for the purpose of monitoring suspected locations in intelligence and law enforcement work. It was their feeling that the presently owned radio monitoring equipment should be maintained until it could be determined if the Bureau could engage in hemispheric or world-wide intelligence activities in the post-war period in the event such activities were to be engaged in, and that the equipment should be maintained for this purpose. It was pointed out to the Conference that the Director had concurred in this thought.

In addition, it was pointed out to the Conference that considerable monitoring had been done in connection with circuits carrying Japanese material. The Cryptanalysis Section has been able to break several of these Japanese codes and decipher a great number of the messages being intercepted by the monitoring staff, which are diplomatic messages. However, there are a number of codes that they have not been able to break although the monitoring staff has furnished them a large quantity of intercepts. It was the viewpoint of the Security Division that no useful purpose would be served as far as that Division is concerned in continued monitoring and intercepting of messages in the Japanese codes already broken in that a review of the information thus far gained has shown it to be of insufficient value to the Security Division. With reference to the intercepts of Japanese material in codes which have not been broken, it is, of course, not known whether material contained therein is of value to the Security Division, and the only necessity for further monitoring would be to supply additional material to the Cryptanalysis Section if and when it is found the need exists for such.

In connection with this Japanese monitoring, the view of the Laboratory is that from the standpoint of effective monitoring it is believed that having expended considerable man power heretofore in becoming familiar with Japanese codes, radio circuits, etc., we should not at this point suddenly discontinue all such activities, for such discontinuation would mean almost the complete loss of the present intimate knowledge and contact with the Japanese circuits on the part of our monitoring personnel. We would, therefore, be faced with the necessity of starting from "scratch" in the event it became desirable at some future date to resume Japanese monitoring on a broad scale. In other words, purely from the standpoint of monitoring alone it is the opinion of the Laboratory that we should continue this monitoring of Japanese material in order to keep our operators at

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 21 1945

~~CONFIDENTIAL~~

66-2554-3793
RECORDED
INDEXED
EX-68
36 JUN 18 1945
F B I

their present level of familiarity with Japanese radio conditions so long as the war with Japan continues. In doing this we should of course, keep the amount of personnel being so devoted to a minimum. However, the main job of this personnel for the time being will be handling specific assignments requested by the Security Division, devoting such available time as can be done to the general Japanese monitoring plan mentioned above. The Conference unanimously considered this to be sound.

The monitoring personnel quota, including all the personnel comprising the monitoring unit, has in the past been 49. At the present time we have assigned to this unit, which of course includes the individuals at the Seat of Government, individuals on specials, and the individuals at the various monitoring stations, 42 employees. Five of these 42 employees do not actively participate in monitoring but handle the administration of the unit, the analysis of the intercepts, etc. This leaves 37 active monitoring personnel. Of these 37, however, five are presently on special assignments having to do with double agent cases, and special monitoring jobs away from the established monitoring stations. Therefore, there are presently 32 employees available for general monitoring work.

The Security Division has advised of a reduction in its monitoring requirements having recommended the cessation of the monitoring for German clandestine circuits, the monitoring for Japanese material as previously mentioned, and monitoring in connection with certain double agent cases. In addition, however, monitoring has been requested in connection with certain other double agent cases for the present time and requests for monitoring in others are contemplated in the near future. Therefore, taking into consideration the desires of the Security Division as they presently exist, and without regard to personnel presently on special assignments in connection with special monitoring and double agent cases, it was recommended by the Laboratory to the Conference that the active monitoring personnel be reduced from 32 to 14. In this connection it is to be considered that monitoring is a twenty-four hour a day job, seven days a week, and since our monitoring stations are located in outlying districts they cannot be left unattended and unprotected. In addition, it is necessary to have personnel in order to give each employee one day a week relief and to have available personnel taking into consideration special assignments, sickness, annual leave, etc.

At the Seat of Government, from the administrative and intercept analysis standpoint, there will be three employees, making a total of 17. This personnel will be distributed as follows:

Honolulu	1
Anchorage	1
Beaverton	5
Clinton	2
South Natick	5
Seat of Government	3

In addition to the above there are five employees of the monitoring unit presently handling special assignments, one is stationed at San Francisco monitoring for a recurrence of transmissions from the radio station set up in the Russian Consulate. Two are at New York in connection with double agent cases; one is being released, and the other one who is operating in connection with the Moonstone double agent case will be released June 19. One is at Clinton in connection with the Spanip Case and the Conference recommended that this be reconsidered on August 1 together with the personnel tied up in the Kucase and Pat J Case. However, it is to be noted that the personnel on the Kucase and Pat J Case are Communication Section operators. One monitoring officer is presently in South America on special assignment.

Upon releasing of the personnel from these various special assignments they will not be used to augment the total personnel of 17 reflected above. Therefore, it can be seen that this will amount to a reduction of total personnel from 42 to 20 by June 19, 1945, and upon the cessation of special assignments altogether will make the reduction from 42 to 17.

In this connection it is contemplated that the best monitoring personnel will be retained, preferably male personnel, and that the personnel being released from the monitoring unit will be distributed throughout the service where their particular abilities can best be utilized. The distribution of this personnel being released from the monitoring unit will, of course, be handled in close coordination with the Administrative Division.

The Executive Conference was in unanimous agreement in connection with the above and if you approve the proper action will be taken immediately.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

CC-Mr. Clegg
Mr. Beadon

DPL:ER

THE DIRECTOR

June 16, 1945

EXECUTIVES' CONFERENCE

30TH SESSION NPA

On June 15, 1945 the Executives' Conference, Messrs. Tolson, Ladd, Rosen, E. Tamm, Lee, McGuire, Long and Morgan being in attendance, unanimously recommended the designation of a representative from the Mt. Lebanon, Pennsylvania, Police Department to attend the 30th session of the FBI National Academy.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 ciba

RECORDED & INDEXED

EX-63 66-2554-3744
FBI

36 JUN 18 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

1 JUN 20 1945

WRG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 15, 1945.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5C

The Executive Conference of June 15, 1945, consisting of Messrs. Tolson, Quinn Tamm, Hendon, Ladd, Morgan, McGuire, Long, Rosen, and Glavin considered the closing of the Honolulu Office at 5:00 PM daily instead of 9:00 PM.

The Conference was advised by Mr. Glavin that he had discussed this matter with SAC Stein of the Honolulu Division, and Mr. Stein advised that there is no necessity for the Honolulu Office remaining open from 8:00 AM to 9:00 PM, that the hours could very easily be from 8:00 AM to 5:00 PM, which are the regular working hours of other government offices in Honolulu; that no business is conducted in the Honolulu Office at the hours between 5:00 and 9:00 PM. Mr. Stein advised that the last Radio contact is at 5:15 PM, and therefore recommended that the hours of the Honolulu Office be from 8:00 AM to 5:00 PM

For the Director's information, these are the hours presently kept by the Anchorage Office due to the fact that no business is conducted after 5:00 PM in Anchorage.

The Conference recommends that the hours of the Honolulu Office be from 8:00 AM to 5:00 PM and recommends that Mr. Stein be so advised.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED 166-2554-3745
IF IB II
36 JUN 18 1945

EX-P

50 JUN 21 1945

VRO:rj

THE DIRECTOR

June 15, 1945

THE EXECUTIVE CONFERENCE

Suggestion No. 13
Employee: Edmund J. Kennedy, Special Agent
Newark Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY Sq-5ci/pw

MEMBERS PRESENT: Messrs. Tolson, Quinn Tamm, Hendon, Ladd, Morgan, McGuire, Long, and Glavin on June 14, 1945.

EMPLOYEE'S SUGGESTION: Agent Kennedy suggested that the Bureau give a two weeks specialized course of training in photography just as special training is given in sound and other Bureau special work. As reason for this, he stated that the field offices would then have someone who is highly qualified to take photographs under various conditions in important cases, and would also have someone qualified to give detailed instruction in the subject of photography to other agents in the office.

RECOMMENDATION: Unfavorable. The Conference doesnot feel that the suggested course of training is necessary. At the present time there are several men in each office who are entirely qualified in Photography, and as a whole the Bureau has not had any difficulty in taking the pictures desired by the Bureau when such photographs are necessary. The Conference, therefore, is opposed to the adopting of this suggestion and recommends that the attached letter go forward to Kennedy.

Employee advised by letter.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Henton
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
EX-68

66-2551-3746
F B I

36 JUN 19 1945

56 JUN 21 1945

Executive Conference

EPM:ER

June 18, 1945

Sugg. No. 4
Employee: Agent Edward C. Kemper
Washington Field

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY Sp-5 ci

MEMORANDUM FOR THE DIRECTOR

Members present: 6/15/45 Messrs. Tolson, Ladd, Rosen, Q. Tamm, Ice, McGuire, Long and Morgan

Employee Suggests: That word "reference" be typed on standard form #64 "Office Memorandum, United States Government" immediately under the word "subject."

Recommendation: Unfavorable. The Conference observed that this is a standard government form for general use throughout the government service and it was not deemed advisable to change it particularly in view of the fact that it is a very simple matter to indicate very tersely in the first paragraph the nature of the reference on which the communication is predicated.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 JUN 20 1945

RECORDED & INDEXED

66-2657-3747
F B I

EX-63

36 JUN 19 1945

RCH:DW

THE DIRECTOR 6/16/45

THE EXECUTIVE CONFERENCE

Daily Information Files and Indices Cards
Miami Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 CI/PTP

As a result of his recent inspection of the Miami Office, Mr. Hendon brought before the Conference consisting of Messrs. Tolson, Quinn Tamm, Hendon, Rosen, Morgan, Ladd, Long and McGuire the problems in connection with the handling of so-called Daily Information Files and the resulting indices problem existing in that office.

Since the inception of the Foreign Travel Control Project, the Bureau has been furnished with the names of passengers who expected to arrive at the Port of Miami for search against the Bureau indices. The Bureau then would advise by teletype or other means of communication as to the derogatory information in the Bureau's files with respect to persons having the same names. On the expected day of arrival of passengers at Miami these communications would be available to the Special Agents working on the project at the airport and they would determine whether the passenger was identical with the person concerning whom the derogatory information had been furnished and in the event they were identical whether any action was necessary.

Until recently, it was the Bureau's practice not to evaluate the information in its files but to furnish all information available on a particular name. Further, the Bureau would furnish the Miami Office with identical derogatory information from the Bureau's files each time a person bearing the same name would pass through the Port of Miami or refer to previous communications containing such information. Information received from the Bureau was often necessarily very general in nature, would require no action, and in some instances it would be impossible to determine whether the passenger was identical with the passenger concerning whom the derogatory information was submitted.

RECORDED & INDEXED 191 166-2554-3748

EX-8

Such information has been received daily for more than two years and has resulted in the acquisition of a tremendous amount of information which is now of little or no value to the Miami Office since the passengers referred to have already passed through that point, do not live in the Miami area and in the vast majority of instances may never come through there again. This material is distributed through approximately 820 files, one of which is made up for each day of operation. Some of the material is also set forth in a general Foreign Travel Control file, of which there are 20 volumes.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 21 1945

The names of the persons contained in the teletypes and other communications furnished by the Bureau have all been indexed and since for the most part they are Spanish names, they are indexed under several variations. As a result, the indices of the Miami Office are clumsy because of the tens of thousands of these so-called DI (Daily Information) Index Cards referring to serials in the daily files or the general Foreign Travel Control file.

The Conference was unanimous in making the following recommendations as to the handling of this material:

1. That the Miami Office review the Daily Information files and extract therefrom any serials or material which in its opinion might have some future use. This material should then be placed in a new file and appropriately indexed. The remaining material in the Daily Information files should be destroyed.

2. That the general Foreign Travel Control file likewise be reviewed and any material of no value which is not indexed should be destroyed with an appropriate charge-out slip being placed in the file to take care of the serialization.

3. New material received which is to be retained would be indexed and filed in the general Foreign Travel Control file.

4. In no instance would memoranda or letters reflecting interviews with those passengers passing through on Foreign Travel Control be destroyed but these would be retained in the general file.

5. After the above has been completed, the DI cards contained in the general indices would then be pulled and destroyed, which will reduce the size of the indices by approximately one-fifth and facilitate searching in the future.

The Conference was of the opinion that nothing would be lost if its recommendations are approved since the material which would be destroyed is of no future value to the Miami Office except in connection with any passengers that might pass through there in the future in which instance the names would be re-submitted to the Bureau in any event and the same information at that time would be furnished to Miami for its guidance. It is suggested that the attached letter go forward to the Miami Office if these recommendation are approved.

Respectfully,
For the Conference

OK

CC - Mr. Clegg

Clyde Tolson E. A. Tamm

AR:MP

THE DIRECTOR

6-16-45

The Executive Conference

FEDERAL RESERVE ACT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 CIPW

The Executive Conference, on June 15, 1945, with Messrs. Tolson, Quinn Tamm for Tracy, Lee for Glavin, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge, advising that there is being furnished to each Field Office one copy of the "Nabac Manual," a book on bank accounting, auditing and operation, compiled and published by the National Association of Bank Auditors and Comptrollers, and that all Special Agent Accountants should be advised this volume is available in the Field Office Library for reference and reading.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

Attachment

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 21 1945

RECORDED & INDEXED

166-2554-3749
FBI

36 JUN 21 1945

EX-13

WRG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 13, 1945.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/21/92 BY SP-5 Ca/pmf

The Executive Conference of June 11, 1945, consisting of Messrs. Tolson, Ladd, McGuire, Long, Morgan, Hendon, Quinn Tamm, and Glavin considered a suggestion submitted by Mrs. Barbara Griggs of the Training Division concerning the drapes in Assembly Room #1.

Mrs. Griggs pointed out that for the past year or two we have had considerable difficulty with the drapes in Assembly Room 1; that these drapes appear always to be in need of repair; they either become loose at the top and droop or else the pull cords break and it is impossible to close or open them except by yanking on the drapes themselves; that recently one of the carpenters informed her that the Bureau would continue to have trouble with the drapes because they are worn out. When these drapes pull loose at the top the carpenters sew them up, but the material is rotting and does not hold and pulls loose again. Mrs. Griggs further pointed out that when the pull cords break the carpenters fix them or replace them but they break again principally because the drapes are entirely too heavy.

Mrs. Griggs also pointed out that difficulty had been experienced some time ago with the curtain over the movie screen, that it would frequently get stuck and would either fail to open completely or fail to close completely; that after a local decorator worked on the curtain and cut off yards of material making it lighter the electric switch easily pulled the load and there has been no trouble since that time.

As Mrs. Griggs pointed out, most of these drapes are about 10 years old and she feels that new drapes should be installed. She further pointed out that if new drapes are installed, the double track at the top of each window on which the drapes slide should be changed to a single track for better operation. It has been ascertained that drapes even of a lighter material would cost $120 per set, and it would be necessary to have at least 5 sets of such drapes.

RECORDED
166-2554-3750
JUN 21 1945

The Conference was of the unanimous opinion that since these drapes are not used for decorative purposes but are used to darken the room during the showing of a motion picture of an instructural nature that steps should be taken to secure them at the present time. Should the Director approve, immediate steps will be taken to have the replacement drapes secured.

Respectfully Submitted,
For the CONFERENCE

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 21 1945

EPH:JD

THE DIRECTOR

June 19, 1945

THE EXECUTIVES' CONFERENCE

On June 18, 1945, the Executives' Conference, Messrs. Tolson, Coffey, Ladd, McGuire and Morgan being in attendance, unanimously recommended the designation of an applicant from the Ridgewood, New Jersey, and Vancouver, Washington, Police Departments to attend the July Session of the FBI National Police Academy.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/21/72 BY SP-5 CIS

EX-5 RECORDED & INDEXED 66-2554-3751 36 JUN 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 21 1945

AR:MP

THE DIRECTOR

6-18-45

The Executive Conference

FIREARMS OBTAINED BY CRIMINALS

The Executive Conference on June 15, 1945, with Messrs. Tolson, Quinn Tamm for Tracy, Lee for Glavin, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin, captioned as above, which instructs the Field Offices to be alert to ascertain instances where firearms, particularly submachine guns and other automatic weapons, are obtained by criminals through theft, burglary or other illegal means from National or State Guard Armories or similar establishments and to advise the Bureau of any such cases which come to their attention.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/94 BY SP-5 CA/BMF

RECORDED & INDEXED

166-2554-3752
F B I

26 JUN 21 1945

EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 JUN 22 1945

AR:MP

THE DIRECTOR

6-18-45

The Executive Conference

DESERTERS - REWARDS TO CIVIL OFFICERS; COPIES OF REWARD NOTICES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 Ci/Pkp

On June 15, 1945, the Executive Conference, attended by Messrs. Tolson, Quinn Tamm for Tracy, Lee for Glavin, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Rosen, unanimously approved the attached Bureau Bulletin which sets out information concerning rewards available to civil officers for apprehending deserters and advises that copies of reward notices may be obtained from the Bureau by teletype requests for delivery to the local officers who have assisted the Bureau in apprehending a Bureau deserter fugitive. For your information, local law enforcement agencies have become somewhat indifferent to deserter cases because of the difficulty encountered in obtaining rewards due them for assisting in the location and apprehension of deserters for whom rewards have been offered, because of their inability to present a copy of the offer of reward or reward notice issued by the interested service. To remedy this situation and as a matter of cooperation with local officials, arrangements have been made with the armed services to obtain copies of the reward notices for delivery to local law enforcement officials.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-3753
FBI

36 JUN 21 1945

EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 JUN 22 1945

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

6/20/45

Suggestion Number 31-
Employee: Miss Annette Webster
Stenographer
Seattle Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 ci/pw

Members present: Messrs. Tolson, Coffey, Ladd, McGuire and Morgan on June 18, 1945.

Employee suggests: that when an Agent is engaged in some duty which would necessitate the maintenance of a Number 3 Register Card in the Cardex System for more than one day, a card of a different color be substituted. For example, different colored cards would be used for In-Service Training, road trips, annual leave, specials and extended sick leave.

RECOMMENDATION: Unfavorable. The Conference recalled that a short time ago the rule was that a distinctive, colored card be placed in the Cardex System for each employee out of the field office for more than one day and was discontinued as undesirable. The present rule requiring that the same type of Number 3 Card be employed in all instances was adopted to establish uniformity and to provide for maintenance of all information relative to the number of Agents on the regular Number 3 Register Cards.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

166-3554-3755
F B I

RECORDED & INDEXED

JUN 21 1945

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JUN 22 1945

AR:LP

June 19, 1945

Suggestion No. 12
Employee: Special Agent A. Raymond Gere
El Paso

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5Ci/OTP

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Quinn Tamm for Tracy, Lee for Glavin, Morgan for Clegg, McGuire for Nichols, Long for Coffey, Ladd and Rosen.

Employee suggests: That U. S. Attorneys be instructed not to use signed statements in the average case, but instead to put Agents on the witness stand to testify as to what the defendants have told them, and then to use the signed statements in rebuttal if the defendants deny the statements made by the Agents.

RECOMMENDATION: Unfavorable. On June 15, 1945, the Executive Conference considered this suggestion but it was not deemed desirable at this time.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
EX-31

166-2554-3756

JUN 21 1945

50 JUN 22 1945

JJM:HBW

THE DIRECTOR

June 12, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-SCI/DMS

The Executives Conference on June 12, 1945, considered the suggestion made by Mr. McGuire that at the Seat of Government disposal be made of all helmets, gas masks and arm bands that were obtained during the early stages of the war for the protection of our personnel in the event of emergencies, air raids or such other conditions that could have arisen. In view of the cessation of hostilities in Germany, it was felt that these items are no longer necessary.

Our present rule is to maintain one gas mask for each ten people. It was recommended that this particular rule not be changed for Field Offices as there may be disorders of a domestic nature that would arise where this equipment might be used.

The Conference, consisting of Messrs. Tolson, Glavin, Quinn, Tamm, Hendon, McGuire, Ladd, Morgan and Long, was unanimous in recommending approval that helmets, gas masks and arm bands be disposed of at the Seat of Government, but that Field Offices be permitted to retain them.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

166-2554-3757
IF IB II
INDEXED & FILED
EX-18
RECORDED
36 JUN 22 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JUN 22 1945

EPC:AF

THE DIRECTOR

June 23, 1945

THE EXECUTIVE CONFERENCE

GOVERNOR OF MARTINIQUE'S REQUEST FOR BUREAU AID INVOLVING ANALYSIS OF EVIDENCE IN CRIMINAL TRIAL

The Conference considered the request of the Governor of Martinique, submitted through the State Department, for the assistance of the FBI in making an examination of a piece of cloth which has a stain on it, in connection with the criminal investigation of a stabbing which occurred on the island.

The Conference consisting of Messrs. Tolson, Rosen, McGuire, Morgan, Ladd, Q. Tamm, Glavin, and Coffey unanimously recommended that the examination be made and reported upon, but that in the report the Governor of Martinique be advised that it will not be possible to furnish expert testimony.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 cj/bmc

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
EX-2
103
166-2554-3758
FBI
29 JUN 27 1945
JUN 28 1945

EPM:JD

THE DIRECTOR

6/20/45

THE EXECUTIVES' CONFERENCE

Suggestion Number 29
Employee: Mrs. Vivian S. Kennon
Chief Clerk
Memphis Field Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/72 BY SP-5 Ci/Jmc

Members present: Messrs. Tolson, Coffey, Ladd, McGuire and Morgan on June 18, 1945.

Employee suggests: that the standard complaint form FD-71 be changed to provide a space for description.

RECOMMENDATION: Favorable. The Conference recommended that when the present supply of complaint forms is exhausted, the new forms include a brief space preceded by the word "Description" following the present space on the form set aside for facts of the complaint.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
166-2554-3759
194
EX-53
20 JUN 27 1945

JUN 21 9 59 AM '45

54 JUN 28 1945

175

EPLi:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

6/20/45

Suggestion Number 19
Employee: Special Agent Jerome V. O'Grady
Records and Communications Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 Ci bmf

Members present on June 18: Messrs. Tolson, Coffey, Ladd, McGuire and Morgan.

Employee suggests: that the Bureau adopt a rule requiring the preparation of a summary report when 25 investigative reports have been accumulated in a case and another summary written when 25 more investigative reports have been accumulated. The employee further suggested that an additional copy of each summary report be supplied to the Bureau and that the summary be maintained in a separate jacket at the Seat of Government in the same manner in which newspaper clippings are maintained in Sub A files.

RECOMMENDATION: Unfavorable. The Conference felt that the present rule requiring the submission of summary reports is adequate, it being noted that only recently it has been emphatically pointed out to the field that in all proper cases a summary report should be prepared. The Conference further felt that the preparation of summary reports on such a static basis as suggested might result in the preparation of unnecessary summary reports or, on the other hand, result in failure to submit a report in a proper instance. The Conference felt that the complications attending the preparation of an additional copy of the report and the maintenance of it apart from the regular file would result in confusion and would not expedite the review of the case.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 66-2554-3760

194

29 JUN

EX - 58

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

JUN 28 1945

EPM:HD

THE DIRECTOR

6/23/45

EXECUTIVES' CONFERENCE

30th Session - NPA
Attendance of Representative from Greencastle, Indiana PD

FBI National Academy

The Executives' Conference on June 22, 1945, Messrs. Glavin Ladd, Coffey, Q. Tamm, McGuire and Morgan being in attendance, unanimously recommended the designation of a representative from the Greencastle, Indiana PD to attend the forthcoming 30th Session of the FBI NPA.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Hendon, Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5C/OHF

RECORDED
&
INDEXED
194

166-9554-3761
HF B H

29 JUN 27 1945

EX-9

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 27 1945

EPM:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

6/21/45

For some time moving pictures have been presented on Monday nights at 5:30 PM under the supervision of the Training and Inspection Division, the films being obtained from the Army Air Corps and Navy. During the spring and summer it has been noted that the number attending the showing of these films has dwindled down to the point that only two or three individuals are in attendance and on Monday evening, June 18, 1945, no one was present apart from the representative of the Training and Inspection Division responsible for the supervision. It is felt that this is attributable to the fact that supervisors and other employees of the Bureau have a great many outside interests during the summer time.

On June 20, 1945, the Executives' Conference, Messrs. Tolson, Glavin, Ladd, Coffey, Rosen, Q. Tamm, McGuire and Morgan being in attendance, considered the situation and unanimously recommended that the showing of the films be discontinued for the remainder of the summer.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-SCI DMF

cc: Mr. Clegg
Mr. Hendon

166-2554-3762

RECORDED & INDEXED

132

EX-25

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 28 1945

175

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-12-2011

EPC:AF

THE DIRECTOR

June 23, 1945

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

[NEW BUREAU CODE BOOK] (C)

The Conference considered whether a new code book should be issued at this time. The Conference was advised that the material for a new code book has been held in readiness for several years in the Laboratory safe and can be printed on short notice. (C)

The present code book "C" has now been in use since October 30, 1940. The records of the Chief Clerk's Office indicate that none of these code books has been reported lost. (C)

It was the unanimous opinion of the Conference, consisting of Messrs. Tolson, Rosen, McGuire, Morgan, Ladd, Q. Tamm, Glavin, and Coffey that there is no necessity at the present time for the printing of a new code book. (C)

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

cc-Mr. Hendon
Mr. Clegg

Classified by SP-5 CIB
Declassify on: OADR
8/24/92

RECORDED

INDEXED

66-2554-3763

77

EX-42

~~CONFIDENTIAL~~

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 28 1945

175

JJM:HBM

THE DIRECTOR

June 23, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 ei/pmf

On June 22, 1945, the Executives Conference, consisting of Messrs. Glavin, Ladd, Coffey, McGuire, Morgan, Rosen and Quinn Tamm, considered the recommendation of Inspector R. T. Harbo that the Skyline radio transmitting station in Oregon be closed down entirely or removed from its present location to the monitoring site maintained by the Laboratory at Beaverton.

The Skyline radio transmitting station is maintained on a twenty-four-hour basis as an emergency station to replace San Diego in the event there should be a breakdown in operations at that major relay point in the network, and in addition to handling daily scheduled contacts with the Bureau, Anchorage, San Diego and Honolulu, this station has been handling service messages. Three operators are on duty at this station.

The Conference was unanimously of the opinion that this station should remain open as the entire network would be jeopardized by not having an emergency station in the event of power failure, mechanical breakdown or some other type of emergency disaster that would put San Diego out of operation; further, the Conference has previously felt that as long as there is a war on in the Pacific we cannot jeopardize our major network by closing down this emergency relay station.

The Conference was likewise unanimous in its recommendation that the station remain at Skyline and not be moved to the monitoring site at Beaverton since it has been proven time and again to be impossible to efficiently and successfully operate a transmitting station and a receiving and monitoring station from the same location. It is mandatory that they be operated at separate sites.

Respectfully,
For the Conference.

Clyde Tolson

E. A. Tamm

166-2554-3764

29 JUN 27 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

64 JUN 28 1945

RECORDED & INDEXED

EX-25

132

EPC:AF

THE DIRECTOR

June 23, 1945

THE EXECUTIVE CONFERENCE

USE OF FBI RADIO NETWORK TO HANDLE POLICE IDENTIFICATION INFORMATION

From time to time suggestions have been made that the Bureau's present radio network be made available to nearby police departments in order that they could radio-telegraph the Bureau at Washington for information, particularly with regard to fingerprint records.

As a result of these suggestions, a survey was made in the Identification Division to determine the number of telegrams requesting information which are normally received from police departments in Puerto Rico; the Hawaiian Islands; Alaska; Berkeley, Long Beach, Los Angeles, Oakland, San Diego, and San Francisco, California. Mr. Quinn Tamm advised that for a period of one month, no such telegraphic requests were received from any of these departments.

The Conference also recalled that some years ago, at the request of the police inter-city radio network, the Bureau agreed to participate in the network on an experimental basis and provide fingerprint information by teletype line from the Bureau to New Orleans, where it would be placed on the air and relayed over the police inter-city radio network. This experiment was not particularly successful and no great amount of traffic was handled. It would thus appear that there is not at the present time a real need for such a service and the Conference, consisting of Messrs. Tolson, Rosen, McGuire, Morgan, Ladd, Q. Tamm, Glavin, and Coffey therefore recommends unanimously against the inauguration of such a service.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/82 BY SP-5 ci/pm

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 166-9554-3765
INDEXED
JUN 27 1945

I am inclined to do it. We have the facilities — why not make them available? JH.

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 22, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 Ctb/Hp

TWO-WAY RADIO EQUIPMENT FOR BUREAU CARS TO COMMUNICATE WITH LOCAL POLICE - SUGGESTIONS BY SPECIAL AGENTS KINGMAN AND ANDERSON.

Special Agents L. E. Kingman and Frank M. Anderson, during their in-service interviews, made the suggestion that all of the Bureau's automobiles be equipped with two-way radio sets which would be so designed that an automobile in a resident agency could be tuned in to the state police or the nearest city police radio station.

The Conference observed that the question of an all-purpose automobile receiver-transmitter which could be tuned in on all the different police frequencies throughout the country has been previously thoroughly studied by the Laboratory and found to be impracticable from an engineering standpoint.

The Conference further observed that at the present time the Bureau has 220 of its automobiles equipped with a 2-way radio installation and that this permits communication from one Bureau car to another and also from one Bureau car to a limited number of portable transmitters which can be set up in a field office or in a particular fixed location. Also, the Bureau has outstanding pending orders for 240 more of these units which will give a total of 460 automobiles so equipped.

The Conference further observed that the present Bureau policy with regard to equipping Bureau automobiles with radios which can talk to the local police is to purchase and furnish the special set to connect with any particular police department when the Special Agent in Charge submits a justification for the special need for such an installation in a particular locality.

The Conference, consisting of Messrs. Tolson, Rosen, McGuire, Morgan, Ladd, Q. Tamm, Glavin, and Coffey, was unanimously of the opinion that these present policies are adequate.

If you concur, letters to the Agents have been prepared.

Respectfully,
For the Conference

Clyde Tolson

I will go along but I do not think suggestion of a good one and should be worked on to overcome the technical difficulties.

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

166-2554-3766

29 JUN 27 1945

EX-18

7 JUN 28 1945

EPM:HD

THE DIRECTOR

June 23, 1945

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5C

Suggestion #50
Employee: SA (A) Peter G. Roth, Jr.
Syracuse Office

Members present on June 22: Messrs. Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that a place be provided on the NUMBER THREE Register Card on which Agents could designate the radio call number of the cars which they are using on a particular day. The employee indicates that this would provide a ready source of information for contacting Agents in emergencies and would further remind Agents daily of the radio call number assigned to their particular car.

RECOMMENDATION: Unfavorable. The Conference felt that the office will have an indication as to the radio call number of the car being used inasmuch as there will be in the office a record of the car signed out by the Agent on any particular day. It was further observed that the requirement suggested would mean that in every instance an entry would have to be made by an Agent and would be of practical benefit only in those rather rare instances when it is necessary to contact an Agent by radio. The Conference felt that it would be more reasonable in such instances to make a simple check to determine what car an Agent was driving than to arbitrarily require in every instance upon leaving the office to use a car for the Agent to indicate the call number of that automobile.

Employee has been advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

66-2554-3767

RECORDED & INDEXED

EX-30

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

EPM:HD

THE DIRECTOR

6/23/45

EXECUTIVES' CONFERENCE

Suggestion # 62
Employee: SAC E. Scheidt
Charlotte Office

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/82 BY SP-5 CIB/MP

Members present on June 22: Messrs. Coffey, Q. Tamm, McGuire and Morgan.

Employee Suggests: that a list of the classifications of the cases in numerical order be added to the FBI Handbook, pointing out that this would require very little space and would be particularly useful to Agents working away from the headquarters city; that it would assist in connection with the submission of new case forms or initial rough draft reports in cases having classifications which do not frequently arise and Agents may also have occasion to refer to the classification table in connection with routing slips sent them.

RECOMMENDATION: Unfavorable. This suggestion has been made several times and has been uniformly turned down inasmuch as the Handbook contains a separate section devoted to each type of offense over which the FBI has investigative jurisdiction, containing in each instance an indication of the classification number of the case. The Conference observed that it is desired to keep the size of the Handbook as small as possible to satisfy its original function and that, inasmuch as all classifications are indicated in the various sections of the Handbook, it was unnecessary to set forth a separate listing of these classifications.

Employee has been advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

66-3554-3768

F B I

EX-30

29 JUN 27 1945

RECORDED & INDEXED

132

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Hendon
Mr. Clegg

JUN 22 1945

JJM:HBM

THE DIRECTOR

June 21, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sp-5 Ci/pmf

On June 19, 1945, the Executives Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Morgan, McGuire, Coffey, Rosen and Ladd, considered a suggestion submitted by Special Agent Joseph R. Roark of the Laboratory that the Bureau consider handling non-confidential types of communications in plain text or by mechanical code over our major network so that these facilities could be utilized to full capacity. The stations involved would be those at San Juan, Honolulu, Anchorage, San Diego and Washington.

The Conference was unanimous in objecting to adoption of this proposal on the basis that communications between the Bureau and San Diego, unless destined for relay outside of the United States, would be a direct violation of the Federal Communications Commission's regulations which prohibit radio traffic between two points where a land wire can be utilized. As to handling communications by plain text or mechanical code between the confines of the continental United States, it was felt that security of our messages would be involved and that while a war is on we cannot handle traffic of this nature unless it is fully encoded in the Bureau's code.

A letter to Agent Roark is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-3769

EX-30

JUN 22 1945

JJM:HBM

THE DIRECTOR

June 23, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 CLK/PMK

On June 19, 1945, the Executives Conference consisting of Messrs. Tolson, Glavin, Quinn Tamm, Coffey, Ladd, Morgan, McGuire and Rosen considered the suggestion of Special Agent John R. Thayer that the Bureau furnish each field office information on general crime trends so it could be disseminated to Agents through Quarterly Conferences or in some manner.

The Conference was unanimous in its opinion that the Uniform Crime Reports Bulletin, which is submitted twice a year and which contains statistical data on crime trends, is available to all Agents and should at this time serve the purpose Agent Thayer has in mind. In view of the paper shortage the Bulletin is not put out quarterly.

A letter is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-3770

29 JUN 27 1945

EX-76

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 28 1945

EPH:JD

MR. DIRECTOR

6/21/45

THE EXECUTIVES' CONFERENCE

Suggestion
Employee: Mr. Frank S. Ferrone
Clerk
Seattle Field Office

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/2005 SP-5C/BW

Members present on June 20: Messrs. Tolson, Glavin, Q. Tamm, Ladd, Coffey, Rosen, McGuire and Morgan.

Employee suggests: that index cards in the central indices in the field bear a notation that an individual is negro where such is the case.

RECOMMENDATION: Unfavorable. This matter was referred to several Special Agents in Charge and virtually all of them felt that it would be undesirable to attempt to place notations on index cards indicating whether or not a subject is a negro. The Conference further felt that it would be inadvisable to attempt to make instructions to this effect and that many times in preparing index cards the fact that an individual is colored is not known.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 66-2551-3771
42 EX-30

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUN 30 1945

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

6/20/45

Suggestion Number 26
Employee: Special Agent Lee A. Beckstead
Los Angeles Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 CJ

Members present on June 18: Messrs. Tolson, Coffey, Ladd, McGuire and Morgan.

Employee suggests: (1) that the sign-out register form, Number FD-73, used for signing automobiles in and out be printed on both sides in order to reduce the number of cards necessary for use and filing space; (2) that the printing at the bottom of these forms "note repairs necessary on back of card" be changed to read "note repairs necessary on repair form FD-129". The employee pointed out that it did not appear favorable to request repairs on the back of form FD-73 inasmuch as we are now using a special repair form FD-129 which is printed for the purpose of indicating needed repairs.

RECOMMENDATION: (1) Unfavorable. The Conference felt that it would be inadvisable to utilize both sides of the sign-out forms for automobiles FD-73 inasmuch as confusion would result and there would be very little saving in actual filing space or the number of cards used. (2) Favorable. Any necessary repairs are now indicated on the repair form FD-129 and not on the reverse side of the sign-out registers for automobiles. It is felt that the latter form should be changed as suggested by the employee.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

166-2554-3772
JUN 27 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
85
EX-94

JUN 29 1945

EPM:HD

THE DIRECTOR

6/23/45

EXECUTIVES' CONFERENCE

Suggestion Number 47
Employee: Deloris Beatrice Van Valkenburgh
Syracuse Field Office

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 CIB/PHR

Members present on June 22: Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that in the interest of uniformity and clarity the Bureau compile a concise set of principles for filing index cards, the same to be incorporated in the clerical manuals. The employee points out that under present conditions there is no absolute criterion for filing various kinds of index cards and consequently each office employs arbitrary rules.

RECOMMENDATION: Favorable. The lack of uniformity throughout the field in the filing of index cards has been appreciated for some time and an intensive study has been made at the Bureau with the idea of setting forth certain definite rules concerning indexing. The results of this study have been submitted to several Bureau officials and Agents in Charge, and observations will be submitted for your consideration in the very near future.

Employee has been advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Hendon, Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-3773

EX-58

29 JUN 27 1945

50 JUL 2 - 1945

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-12-2011

JJM:HBM

THE DIRECTOR

June 23, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

On June 23, 1945, the Executives Conference, consisting of Messrs. Glavin, Ladd, Coffey, McGuire, Morgan, Rosen and Quinn Tamm, considered the recommendation of the Agent in Charge in Portland that Bureau Code Book C be maintained in a safe at the Skyline radio transmitting station rather than at the Bureau office. The Bureau's regulations as set forth in paragraph 1G of Section 1 of the Radio Manual specifically provide that the Code Book should be maintained in the field division. (C)

The SAC at Portland states that since the transfer of the Cryptanalysis Section from the Portland Office to the Bureau a small safe is available, and that by permitting the Code Book to be maintained in this safe at the radio station, which is considerable distance from the field office, the radio operators would have time to do a considerable amount of encoding and decoding. (C)

The majority of the Conference, consisting of Messrs. Glavin, Ladd, Morgan, McGuire, Rosen and Quinn Tamm, felt that an exception could be made and that the Code Book could be kept at the radio station in the safe since there are operators on duty 24 hours a day who have been trained in the use of firearms and who are equipped with sidearms. (C)

Mr. Coffey objected on general principles that this was a major code book of the Bureau and should be maintained in the field office under the personal supervision of the Agent in Charge, and even if that supervision is only technical in name he felt it would be more desirable to let the operators use Code A at the station but under no circumstances to have Code Book C at the radio station. (C)

It is pointed out that the Skyline transmitting site is over five miles distant from the field division proper.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

66-2554-3774
FBI
RECORDED & INDEXED
29 JUN 28 1945
57 JUN 28 1945
Classified by
Declassify on: OADR

AR:MP June 20, 1945

Suggestion No. 18
Employee: Special Agent Raymond C. Hardin
New Orleans

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 CI/PAC

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Quinn Tamm for Tracy, Lee for Glavin, Morgan for Clegg McGuire for Nichols, Long for Coffey, Ladd and Rosen.

Employee suggestion: That there be prepared a list of all violations within the investigative jurisdiction of the FBI, with a brief explanation thereof, for transmittal to all duly constituted law enforcement agencies so that they might quickly and easily check each new case coming to their attention against this list and thus send in more cases to the Bureau.

RECOMMENDATION: Favorable. On June 15, 1945, the Executive Conference considered this suggestion and it was recalled this information was incorporated in the April, 1945, issue of FBI Law Enforcement Bulletin in an article entitled, "How the FBI Can Help You - How You Can Help the FBI." It was therefore recommended that Mr. Hardin be so advised and that it be pointed out this issue was not sent to all duly constituted law enforcement agencies because the list of recipients was cut considerably due to the war; however, 8,247 copies were distributed to law enforcement agencies and the list will be expanded in the immediate future, at which time reprints of this article will be made available to all those agencies which did not receive it previously.

Employee advised by letter.

66-2554-3775
B B II

RECORDED & INDEXED

JUN 28 1945

Respectfully,
The Director

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 28 1945

Attachment
cc-Mr. Hendon
Mr. Clegg

175

MR. E. A. TAMM
Mr. Rosen
Mr. Callan
Mr. Carroll

THE DIRECTOR

June 23, 1945
EAT:EH

The Executive Conference

SELECTIVE SERVICE - CASES INVOLVING DELINQUENTS WHO HAVE LEFT THE UNITED STATES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/95 BY SP-5 sb/mc

On June 23, 1945, the Executive Conference with Messrs. Quinn Tamm for Tracy, Ladd for Nichols, Glavin, Ladd, Morgan for Clegg, Coffey and Rosen in attendance, unanimously approved the attached Memo to all Special Agents in Charge, and Bureau Bulletin, captioned as above, which set out additional instructions for the handling of Selective Service Cases involving delinquents who have left the United States.

These instructions indicate that wanted notices previously placed with the Identification Division should not be removed even though a closing summary report has been submitted and that the field should continue to advise the Bureau by teletype of the dismissal of process in all fugitive cases being handled under Public Law No. 421.

This procedure will eliminate work on the part of the Identification Division in removing wanted notices and fugitive stops placed by the field at one time and then later placing stops in favor of the Immigration and Naturalization Service.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 66-2554-3776 F B I 29 JUN 28 1945

Attachments

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-8

JUN 28 1945

175

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 26, 1945

HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 SCI PMF

The Executives' Conference on June 25, 1945, Messrs. Glavin, Ladd, Rosen, Coffey, E. Tamm, McGuire and Morgan being in attendance, considered a recommendation that the two-hour period now allotted to the subject of "Raids, Plants and Surveillances" in the In-Service curriculum be increased to three hours, this to be accomplished by eliminating the subject "Panel Forum—Investigative Techniques". The Conference observed that this change appeared desirable inasmuch as the work on raids, plants and surveillances is practical in nature and more time is required to handle it adequately. The Panel Forum was designed to afford the Agents attending In-Service an opportunity to present and discuss investigative techniques which they have employed. The Conference felt that the latter is sufficiently taken care of in other phases of the instruction and unanimously approved the recommended change in the curriculum.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-3777
F B I

29 JUN 28 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7 JUN 28 1945

EPM:JD

THE DIRECTOR

June 26, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference on June 25, 1945, Messrs. Ladd, Glavin, Rosen, Coffey, Q. Tamm, McGuire and Morgan in attendance, unanimously recommended designation of a representative from the Haverford Township, Pennsylvania, Police Department to attend the July Session of the FBI National Police Academy.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 cibw

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 66-2554-3778
EF EB II
29 JUN 28 1945

EX-8

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 28 1945

EPC:AF

THE DIRECTOR

June 26, 1945

THE EXECUTIVE CONFERENCE

The Conference considered the suggestion made by Inspector T. E. Naughten. He observed that American Ambassador Scotten at Quito, Ecuador, was very highly impressed with the Bureau's radio station at Quito and pointed out that in May, 1944, when a revolution broke out in Ecuador, the FBI radio station was the only channel of communication with the outside world and that it was very profitably used not only by the Ambassador but by the military and naval attaches.

The Ambassador points out that revolutions in Ecuador usually start at Guayaquil and that the revolutionists will always first seize communication facilities at Guayaquil and that therefore Quito will not receive first-hand information concerning the revolution. There is a United States Army Air Base near Guayaquil. The Ambassador proposes that we work out an emergency plan so that in the event of revolution or other extreme emergency the FBI radio station in the embassy at Quito could open up communications with the U. S. Army Air Base at Salinas and thus obtain first-hand information regarding conditions at Guayaquil.

This would present no serious technical problems and could be handled by existing personnel. It would require the selection of frequencies satisfactory to the Army and to our station; a prearranged listening schedule; and a periodic test schedule, perhaps once a week.

The Conference, consisting of Messrs. Glavin, Ladd, McGuire, Morgan, Coffey, Rosen, and Q. Tamm was unanimously in favor of establishing this emergency circuit.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,

E. A. Tamm,

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY Sp-rci b/1

166-2554-3779
F B I

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
29 JUN 28 1945
EX-8
29 194532

EPM:JD

THE DIRECTOR

6/22/45

THE EXECUTIVES' CONFERENCE

On June 20, 1945, the Executives' Conference, Messrs. Tolson, Glavin, E. Tamm, Ladd, Coffey, Rosen, McGuire and Morgan being in attendance, considered the attached form indicating the names of stenographers, pages on their books, the oldest work on their books and any comments, the form being in addition to the daily report of the stenographers and designed to facilitate the assignment of stenographers. The advisability of this form was submitted for the consideration of Messrs. Nathan, Scheidt, Brantley, Drayton, McKee and Harbo. All of these individuals recommended that the form be adopted with the exception of Mr. Brantley and Mr. McKee, the latter noting that the assignment of stenographers in the Newark office was handled by a supervising stenographer who maintained a brief record of the work of each stenographer.

The Conference unanimously recommended that the attached form be approved; that it be included in the Form Book and in supplying it to the field it not be mandatory that it be employed but that it be made available for use in the event the particular office felt that it was necessary. The Conference felt that this form would facilitate the assignment of stenographers, particularly in the larger offices. With your approval appropriate instructions will be issued.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 Sc/bmx

cc: Mr. Clegg
Mr. Hendon

Attachment

RECORDED & INDEXED

166-2554-3780
F B I
29 JUN 28 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 29 1945

MR. ROSEN
MR. E. A. TAMM
MR. CALLAN

THE DIRECTOR

June 26, 1945
AL:EH

The Executive Conference

CONSCIENTIOUS OBJECTOR INVESTIGATIONS OF REGISTRANTS OVER THIRTY YEARS OF AGE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 CLB/BAF

The Executive Conference on June 25, 1945, with Messrs. Quinn Tamm for Tracy, LaGuire for Nichols, Glavin, Ladd, Morgan for Clegg, Coffey and Rosen in attendance, unanimously approved the attached Bureau Bulletin quoting Circular No. 3841, Supplement No. 14, directed to all United States Attorneys which sets out the procedure to be followed in handling conscientious objector investigations of registrants over thirty years of age.

It is also pointed out that no conscientious objector investigation is to be conducted by the Bureau concerning a registrant over thirty years of age and if a selective service file of a registrant is referred to a field office the matter should be directed to the attention of the United States Attorney so that the Department's circular may be followed.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Attachment

Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 30 1945

RECORDED & INDEXED

EX-30

65-25554-3781

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 26, 1945

Suggestion Number 46
Employee: Miss Deloris Beatrice Van Valkenburgh
Chief Clerk, Syracuse Field Division

Members present on June 22, 1945: Messrs. Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that the present Manual requirement providing for the cross-referencing of files in the field on the file covers be eliminated inasmuch as the only accurate way to determine if there are files pertaining to the subject is by a check of the indices.

RECOMMENDATION: UNFAVORABLE. The cross referencing of files serves a distinct purpose in providing a ready reference in the course of file reviews, particularly in criminal cases.

Employee advised by letter.

HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-SCI

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 16-2554-3782 29 JUN 29 1945
EX-37

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 30 1945

JJ:ic

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 25, 1945

Suggestion #57
Employee: Assistant SAC Lee O. Teague
El Paso Office

Those present at the Conference of June 25: Messrs. Glavin, Ladd, Quinn Tamm, Coffey, Morgan and McGuire.

Employee suggests: that the Bureau's prestige would be increased if we had a great number and a large selection of motion picture films available to all offices which could be used for training purposes on law enforcement conferences, for general instruction and for showing before service clubs and similar groups.

RECOMMENDATION: Favorable. The Conference was advised that the Bureau has ordered seventy copies of the film, "On Guard," which was produced by the Army-Navy Screen Magazine and subsequently distributed by RKO. These films will be furnished to the field offices for showing in either August or September. The Conference was also advised that there is under consideration at the present time the making of a motion picture film on the practical pistol course for instruction purposes. A script has been prepared by Pathe and is currently being reviewed by the Training Division.

The employee has been advised by letter that the Bureau has been working on the development of the suggestion he has submitted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 Cp/HF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg (Carlson)

RECORDED & INDEXED
EX-37

166-2554-3783
FBI
29 JUN 29 1945

JUN 30 1945

MR. ROSEN
MR. E. A. TAMM
MR. CALLAN

THE DIRECTOR

June 23, 1945
AM:EH

The Executive Conference

CONFIDENTIAL INFORMANT SYMBOL NUMBERS

The Executive Conference on June 25, 1945, with Messrs. Quinn Tamm for Tracy, LeGuire for Nichols, Glavin, Ladd, Morgan for Clegg, Coffey and Rosen in attendance, unanimously approved the attached Bureau Bulletin which instructs that one temporary symbol number should be used for each separate confidential source in investigative reports rather than to set forth under different temporary symbol numbers information which emanated from one source.

There has been a growing tendency in the field to promiscuously use temporary symbol numbers in a misleading manner and this Bulletin is deemed necessary to offset and stop this practice.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/21/92 BY [illegible]

RECORDED & INDEXED

66-2551-3784
EF EB II
29 JUN 29 1945

Attachment

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUN 30 1945

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 26, 1945

Suggestion Number 45
Employee: Frederick P. Kopp
Special Agent
Sioux Falls Field Office

Members present on June 25, 1945: Messrs. Ladd, Glavin, Rosen, Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that there be inserted in the FBI Handbook an alphabetical list of the various governmental agencies and departments which the Bureau most frequently contacts, setting opposite the name of the agency or department the particular field division which contacts the agency; that those instances in which the Bureau makes direct contact should also be set forth.

RECOMMENDATION: Unfavorable. The Conference noted that the field is adequately informed by Bulletin concerning this matter; that it would be very difficult to compile such a list and keep it up to date at all times; that there is presently set forth in the Handbook information concerning some of the agencies with which the Bureau comes in contact most frequently; that the suggestion would mean enlargement of the Handbook which should be kept as small as possible to retain its practical value.

Employee advised by letter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/2009 by SP-5 C/DMP

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 66-2554-3985
INDEXED 29 JUN 29 1945

57 JUN 30 1945

EPM:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 26, 1945

Suggestion Number 48
Employee: SAC H. W. Acers
San Antonio Field Office

Members present on June 25, 1945: Messrs. Glavin, Ladd, Rosen, Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that the next Bureau Bulletin contain a discussion concerning exemplified copies of official records as distinguished from certified copies, it being noted that the San Antonio office had recently received a lead requesting the office to obtain exemplified copies of a state court conviction and very few Agents, including those with legal training, were familiar with the distinction between exemplification and certified copies.

RECOMMENDATION: Unfavorable. The Conference noted that exemplified and certified copies are presently treated during the course of the In-Service discussion on the subject of "Evidence"; that the matter is not of sufficient importance to justify issuance of a bulletin in view of the rare instances exemplifications are required; that, further, to seek to define one generally accepted legal term in a bulletin would be futile in view of the many terms of a similar nature arising from time to time which can be easily found in any ordinary legal dictionary.

Employee advised by letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/4/80 BY SP-SCI pmc

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

166-2554-3786
F B I

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 29 JUN 29 1945

EX-29

DS

THE DIRECTOR

Executives Conference June 27, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 SCJ/bw

At a meeting of the Executives Conference on June 27, 1945, attended by Messrs. Tolson, Glavin, Coffey, Donen, McGuire and Ladd, the recommendations of Inspector Naughton relative to SIS were considered.

(1) A recommendation that a copy of the SIS Manual be furnished to the agents stationed in Consulates in South America in those instances where a safe is available in the Consulate for safe-keeping, was considered. It was pointed out to the conference that the Office of the Legal Attache already has an SIS Manual and that there would be no objection to furnishing an additional copy to be retained in the Consulates for the use of the agents stationed there provided a safe were available for the protection of the Manual.

The Conference was unanimously in favor of furnishing such a manual.

(2) The Inspector recommended that two copies of all Legal Attache memoranda or bulletins be furnished to each Consulate office. It was pointed out to the Conference that at the present time copies are furnished to the Legal Attache for his use and that there would be no objection to having extra copies sent to the Consulate to be maintained in the same manner as they are maintained by the Legal Attache.

The Conference was unanimously in favor of this recommendation.

(3) The Inspector recommended that the Office of the Legal Attache at Bogota, Colombia, be furnished with the following publications on Communism:

Spanish Labyrinth - Gerald Brennan
The Red Decade - Eugene Lyons
Assignment in Utopia - Eugene Lyons
The Russian Enigma - William Henry Chamberlin
Spain - Salvador de Madariaga
United States, Russia, and the Communist Party - Jr. Counts
Teheran - Earl Browder
The History of the Communist Party of the USSR
The New Philosophical Dictionary of the USSR
Questions of Leninism - Joseph Stalin
Darkness at Noon - Arthur Koestler

Any books that contain a history of the Third International or International Communist activities.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Candy

RECORDED & INDEXED 66-2554-3787 F. B. I. 29 JUN 29 1945

54 JUN 30 1945

Any books that present a digest of the Marxist-Leninist-Stalinist principles and theories.

Any books dealing with Communist revolutionary or penetration tactics, especially in relation to the labor movement.

The Conference unanimously recommended that such books be furnished.

The Inspector recommended that the Bureau make a survey of private companies in the United States selling police equipment such as blackjacks, cameras, etc. and that the information developed as a result of this survey, together with copies of catalogues, etc. be furnished to the police liaison agents for their use in advising the police departments of the availability of such equipment. It was pointed out to the conference that the GIS Division did not feel that this would be desirable inasmuch as the situation with reference to the availability of police equipment within the United States would vary from time to time, the furnishing of such information to the Police Departments in South America would lead to imply that the Bureau was recommending certain companies in the United States possibly in preference to other companies whose manuals, catalogues, etc. might not be furnished, and further in view of the fact that the police would expect assistance in connection with the obtaining of export permits and priorities, and would lead the police to call upon the Bureau or its agents to assist them in purchasing such equipment.

In view of the above, it was recommended to the Conference that this suggestion not be adopted. The Conference unanimously was opposed to this suggestion.

In the event you approve of the action of the Executives Conference as listed above, appropriate steps will be taken to place into effect the suggested changes.

Respectfully,
For the Conference

Clyde Tolson

Lou. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Rumford
Mr. Jones
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

CC- Mr. Clegg
Mr. Hendon

EPM:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

6/23/45

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 Sci DMF

Suggestion Number 16
Employee: Lenora Marsch
Chicago Office

Members present on June 22: Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: the adoption of four forms for use in maintaining records reflecting the status of stenographic work:

1. A form reflecting dictation assignments, being a rather elaborate form showing the commitments of stenographers for the purpose of taking dictation.

2. Recap of work on stenographers' and typists' books, being also a rather elaborate form suggested for use to aid in assigning stenographers.

3. Short form for reflecting stenographer's daily work.

4. A long form setting forth rather elaborately all pending stenographic work.

RECOMMENDATION: Unfavorable. With respect to Form 1, it is noted that a similar form was disapproved within the past few months and appears to have no practical value. With respect to the second form suggested, the Executives' Conference recently approved a much more simplified recapitulation form with respect to stenographic work which it is believed is more desirable than that suggested by the employee. The other two forms suggested are believed to be undesirable inasmuch as the present stenographer's daily work report reflects adequately all desired information.

Employee has been advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 66-2654-3788 E BB II 29 JUN 29 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

C: Mr. Hendon
Mr. Clegg

54 JUN 30 1945

AR:HP

THE DIRECTOR

6-28-45

The Executive Conference

OBTAINING INFORMATION FROM U. S. NAVY SEAMEN ASSIGNED TO NAVAL VESSELS

The Executive Conference on June 25, 1945, with Messrs. Glavin, Quinn Tamm for Tracy, McGuire for Nichols, Ladd, Morgan for Clegg, Coffey and Rosen in attendance, unanimously approved the attached Bureau Bulletin, captioned as above, which contains information concerning a new procedure to be followed in connection with placing stops on Navy personnel, whom the Bureau desires to interview or have interviewed. For your information, arrangements have been effected with the Navy Department whereby interviews may be conducted for the Bureau by Naval personnel in certain instances or by Bureau Agents if deemed necessary. The attached Bulletin sets out complete instructions as to the procedure to be followed in either instance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/82 BY Sp-5 c/b4c

166-2554-3789
FBI
29 JUN 30 1945

153 INDEXED & RECORDED

EX-23

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 2 1945

AR:MP

THE DIRECTOR

6-28-45

The Executive Conference

~~DESERTERS~~ - ~~ABSENTEES FROM~~ ~~EOUSH'S ARMY CORPS~~
UNITED STATES ARMY

The Executive Conference on June 25, 1945, attended by Messrs. Glavin, Quinn Tamm for Tracy, McGuire for Nichols, Ladd, Morgan for Clegg, Coffey and Rosen, unanimously approved the attached Bureau Bulletin, captioned as above, which sets out instructions for handling deserter cases involving personnel of the Women's Army Corps in view of the fact that the War Department does not desire to request Bureau assistance in locating absentees from that organization.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY sp-5 cibm

166-2554-3790
F B I

INDEXED
&
RECORDED
29 JUN 30 1945

EX-44

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

26 JUN 2 1945

EPM:MMH

THE DIRECTOR

June 27, 1945

EXECUTIVE CONFERENCE

The Executive Conference on June 26, 1945, Messrs. Tolson, Glavin, Ladd, Coffey, C. Tamm, McGuire and Morgan being in attendance, unanimously recommended designation of a representative from the Spokane, Washington Police Department to attend the July session of the FBI National Police Academy.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY Sp-5 cb

RECORDED & INDEXED 66-2554-3791

EX-122 JUN 30 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 2 1945

EPH:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 28, 1945

The Executives' Conference on June 28, 1945, Messrs. Tolson, Glavin, Coffey, Ladd, Rosen, McGuire and Morgan being in attendance, considered the matter of scheduling conferences with Bureau officials by SACs attending In-Service at a time to interfere in the least possible manner with the attendance of the SACs at classes. The Conference unanimously recommended that Saturday afternoon of the last day of In-Service School be designated as the period for conferences by the SACs with Bureau officials. In this regard it is noted that Saturday afternoon of the last week is given over to panel forum discussions which from the standpoint of value to the SACs can probably be missed with the least loss to them than in the case of any other portion of the In-Service curriculum.

Subject to approval, there is attached hereto an appropriate communication to Bureau officials in this regard.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 Ci/bmp

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED 166-2554-3792
EF EB II
29 JUN 30 1945

JJM:mjm

The Director

The Executives' Conference

June 23, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY sp-5a/pmk

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Rosen, McGuire, Morgan, Quinn Tamm, and Ladd, on June 6, 1945, considered the destruction of obsolete material in the Bureau's records and was advised that as of January 1, 1924, the complete inventory made of the Field files disclosed a total of 6,205 classified files. Until January 1, 1940, this number increased to 593,495 classified files. As of April 1, 1945, the total number of classified files in the Field was 2,560,568. In other words, the great bulk of the files in the Field were cases handled from 1940 to 1945.

Field files occupy 5,991 four-drawer cabinets and 740 five-drawer cabinets. A total of 24,846,459 index cards are contained in 13,191 index card drawers. According to the inventory figures, there are 240 file cabinets of old files for the years prior to 1921, when the Bureau's records were placed under the classification system. Over half of this material is in the Chicago and New York Offices, and many of these old records are kept in packing cases and various forms of receptacles other than file cabinets. In addition to their originally poor order, this old material has become more confused in the years intervening, and according to the descriptive data received from the Field Offices the data is in such disarray as to be useless from that standpoint alone if they are not obsolete inherently.

It was the opinion of the Conference that since authority for the destruction of records in Chicago and other Field Divisions, which files had been previously transferred from closed Field Divisions and which total 108 cabinets, had been obtained from the National Archives, instructions could now be issued to Special Agents in Charge for the appropriate disposal of these records by burning in their Field Division.

It was also felt desirable by the Conference to obtain the opinion of Archives at this time as to the possibilities of, with their authority, destroying such closed obsolete records in the Field as may in the discretion of the Bureau be desirable.

Attached hereto is a suggested letter of instructions to the Agents in Charge, giving authority for the destruction of the files transferred from other closed Field Divisions.

RECORDED 66-2554-3793
INDEXED 20 JUN 30 1945

An appropriate memorandum is being directed to the Department to ascertain the opinion of the National Archives Council as to the destruction of obsolete closed Field Division files.

Respectfully,
for the Conference

Clyde Tolson

Edward A. Tamm

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

JUL 2 1945

EPM:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

June 28, 1945

Suggestion Number 49
Employee: J. P. Amantia
Mechanical Section
Administrative Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 Cipm

Members present on June 26, 1945: Messrs. Tolson, Glavin, Ladd, Coffey, Q. Tamm, McGuire and Morgan.

Employee suggests: that all SAC Letters, Bureau Bulletins, Legal Attache Memoranda or Memoranda for Bureau Officials and Supervisors which necessarily must be approved by the Training and Inspection Division before printing be sent to the latter Division, "Attention Mr. Carlson", directly from the Mail Room instead of from the Mail Room to the Mechanical Section which forwards it to the Training and Inspection Division which then returns it to the Mechanical Section.

RECOMMENDATION: FAVORABLE. It was noted that the suggested procedure would expedite handling of the indicated communications and cut down double handling by the Mechanical Section.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED
66-2554-3794
IF IB II
29 JUN 30 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 2 1945

EPM:HD

THE DIRECTOR

June 29, 1945

EXECUTIVES' CONFERENCE

National Police Academy Curriculum

It is to be noted that it has been customary in the FBI National Police Academy curriculum to include a discussion, normally by a Protestant Minister, of the subject "The Approach to Delinquency through Religion." In the past Dr. Joseph Sizoo of New York City and Dr. Peter Marshall of Washington, D. C. have appeared, but both of these gentlemen were unavailable for the present session of the Academy. In order to have additional ministers available to handle this subject, the Executives' Conference on June 29, Messrs. Tolson, Glavin, Ladd, Q. Tamm, Rosen, Coffey, McGuire and Morgan being in attendance, considered and unanimously recommended the use of the following individuals, in the event they indicate acceptance to an invitation.

1) Dr. Oscar F. Blackwelder. He is a leading Lutheran churchman in Washington; does a great deal of travelling; handles a large number of radio talks each year and has a very good reputation.

2) Bishop Angus Dun of Washington, who has been a school teacher, and in view of his prominent position might even be considered for some larger type of meeting, - possibly a Graduation Exercise at some later date. Mr. Nichols has suggested that in the event he can handle a Police Academy lecture, we would want to consider giving him some local publicity.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 Sc/pbx

CC - Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-3795
115
JUL 2 1945
EX-5

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

64 JUL 2 1945

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 27, 1945

BUREAU ORDER FOR RADIO-EQUIPPED STATION WAGONS

The Conference considered the low bid received on the Bureau's order for five radio-equipped station wagons. The low bidder was the International Harvester Company which proposed their standard model K-3 truck chassis which has a total carrying capacity (including cab and body) of 3,600 pounds. Onto this chassis would be built a station wagon body.

Mr. Coffey submitted the opinion that this unit would not be suitable for the Bureau needs, principally upon the premise that he believed it would be conspicuous and attract attention. He pointed out that this latter is the principal criticism of our present radio trucks and he believed that every effort should be made to eliminate the conspicuousness and that no radio trucks or station wagons at all should be purchased until this has been accomplished. In this connection, it is observed that the total cost of these five station wagons, including the radio equipment, will run around $37,000.

Mr. Coffey recommended that the bids on the station wagons, and on the associated radio equipment which was to be installed in them, not be accepted at this time and that the Laboratory continually be alert for the manufacture of a standard stock station wagon or suitable light standard panel delivery truck in which the necessary radio equipment could be successfully built, and that when such strictly standard equipment is available the order be again considered.

In view of Mr. Coffey's expressed opinion that these vehicles would be conspicuous and attract undesirable attention, the Conference, consisting of Messrs. Tolson, Ladd, McGuire, Coffey, Q. Tamm, and Glavin unanimously recommends that these bids be rejected.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY SP-SCA/1624F

66-2554-3796

RECORDED & INDEXED

JUL 2 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

JUL 2 1945

VRG:rj

THE DIRECTOR

June 25, 1945

THE EXECUTIVE CONFERENCE

Suggestion No. 27
Employee:- Henry H. Franklin, Special Agent
Newark Division

MEMBERS PRESENT: Messrs. Rosen, McGuire, Morgan, Coffey, Quinn Tamm, Long, and Glavin.

EMPLOYEE'S SUGGESTION: Agent Franklin suggested that since Agents under transfer are put to considerable expense in transferring their families from an old post to a new post of assignment, and further due to the acute housing situation at the present time that the Bureau establish a policy of permitting agents a reasonable period of time at the new office of assignment in a per diem status so that expenses incident to the transfer will not be such as to make it financially difficult for the agents in question.

RECOMMENDATION: The Conference is opposed to the adoption of this suggestion since under General Accounting Office regulations when the headquarters are changed from one city to another, the employee should not be in a per diem status after he has arrived at his new headquarters city.

The Conference further points out that with the new law going into effect July 1, 1945, which will permit the Government to pay the transportation costs of the immediate families of Special Agents, the financial hardship mentioned by Agent Franklin in his communication will in the future, in part, be eliminated.

No letter was sent since Franklin has resigned.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 CIA

RECORDED & INDEXED

66-2554-3797

JUL 3 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

62

54 JUL 2 1945

QT:hmg

June 26, 1945

Sugg. No. 38
Employee: Special Agent Milton Ellerin
Chicago

THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 CLP/PLC

Executive Conference

Members present: Messrs. Ladd, Rosen, Glavin, Coffey, Morgan, McGuire, and Quinn Tamm.

Employee suggests: This employee suggests that the criminal record of an individual when sent out from the Identification Division indicate whether or not a photograph of the subject is available at the Bureau.

RECOMMENDATION: The Conference feels that this would necessitate needless typing in the Identification Division. It is pointed out that less than five per cent of the cases in which this information was added on the record would have any interest to investigative agencies. It is felt that the amount of work required would not justify the small number of cases in which it could be used.

If you approve, there is attached hereto a letter to Mr. Ellerin so advising him.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-3778

JUL 2 1945

54 JUL 2 1945

QT:hmg
Sugg. No. 24 June 26, 1945
Employee: Stenographer Oneta Faris
Indianapolis

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 CIP/MF

Executive Conference

Members present: Messrs. Ladd, Rosen, Glavin, Coffey, Morgan, McGuire, and Quinn Tamm.

Employee suggests: This employee suggests that the Bureau Form R-84 which is the disposition sheet be changed so that the name submitted on the disposition sheet would be the same name under which the subject is arrested.

RECOMMENDATION: The Conference feels that the present disposition sheet is so devised that the name appearing on the disposition sheet should be the name under which the individual is arrested. The Conference does not feel the Form should be changed.

If you approve, there is attached hereto a letter to Miss Faris thanking her for her suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

INDEXED & RECORDED
150
66-2554-3799
JUL 9

EX-12

54 JUL 2 1945

QT:hmg

June 26, 1945

Sugg. No. 40
Employee: Special Agent Dulany J. Dupuy
Miami

THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 CIB/MF

Executives Conference

Members present: Messrs. Ladd, Rosen, Glavin, Coffey, Morgan, McGuire, and Quinn Tamm.

Employee suggests: This employee suggests that the Bureau incorporate in the training schedule of the FBI National Police Academy a system of instruction of civilian registration similar to the system presently used in Miami Beach, Florida.

RECOMMENDATION: The Conference feels that such a subject as this should not be added to the curriculum of the Police Academy. It is felt that instruction given on identification matters during the course of the Academy adequately cover such a problem.

If you approve, there is attached hereto a letter to Mr. Dupuy thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
EX-13

66-2554-3800

JUL 2 1945

54 JUL 2 1945

EPM:HD

THE DIRECTOR

6/29/45

EXECUTIVES' CONFERENCE

FBI NPA GRADUATION EXERCISES
JULY 21, 1945

Attached hereto is the program for the FBI National Police Academy Graduation Exercises for July 21, 1945 as approved by the Executives' Conference on June 29, Messrs. Tolson, Glavin, Ladd, Q. Tamm, Rosen, Coffey, McGuire and Morgan being in attendance. Also attached are appropriate communications to various Bureau officials with respect to the Exercises.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/82 BY SP-ciborne

RECORDED

66-2654-3801

INDEXED

JUL 2 1945

167

EX-50

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 3 1945

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

POSTWAR BUREAU RADIO FREQUENCIES

June 27, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 ci/pmf

The Conference considered the acquisition for postwar use of necessary radio frequencies to maintain the Bureau's long-distance radio communication channels. The Conference was advised that at the present time the FBI has authorized to it and utilizes in its long-distance communication circuits a total of 21 radio frequencies. It is the opinion of our radio engineers that all 21 are necessary for the proper operation of the present Bureau networks. These 21 frequencies are authorized to the Bureau on a wartime basis only and this term "wartime basis" is generally understood to mean the duration of the war and six months thereafter. Thus it may be assumed that our authorizations will become invalid six months after the conclusion of hostilities with Japan.

The Conference was advised that of these 21 radio frequencies, 12 were obtained from parts of the spectrum previously not used in the United States and that therefore there seems to be a reasonably good chance that we would be able to get these on a permanent basis. The remaining 9 do not appear to be such that we could get favorable action on. Some of these were obtained by what amounts to wartime confiscation, in that they were taken over by the Government from commercial communication company holders, such as Press Wireless, Tropical Radio, etc. Others of the 9 came from special services which have since been definitely allocated back into those special services or other special services in the postwar plans of the two radio committees. For instance, some of them are radio marine frequencies and some are aeronautical safety frequencies.

The question which was presented is whether or not this is the appropriate time to make application to the Interdepartment Radio Advisory Committee for permanent authorization for radio frequencies and whether to ask only for the 12 on which there seems to be a reasonably good chance or to ask for the 21 upon the theory that it becomes the problem of the Interdepartment Radio Advisory Committee to either provide the needed frequencies or find suitable substitutes.

These frequencies are presently utilized almost entirely to operate our insular possession network to Puerto Rico, Honolulu, and Anchorage and for our SIS network (including a circuit to Ottawa, Canada). If in peacetime the insular possession network is eliminated or curtailed, it might be possible to reduce our frequency needs down to somewhere around the 12 which would appear to be available.

Mr. Coffey informed the Conference that a hard fight may be expected for these permanent authorizations:

(1) Because the entire radio spectrum is considered to be definitely "crowded";

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-3802

JUL 3 1945

54 JUL 4 1945

(2) Because, due to the overcrowding, the policies and philosophies of the radio committee are that no radio services should be authorized which can be effectively substituted for by commercial cables and other commercial communication circuits;

(3) Because the radio committee is very definitely opposed to any overland radio circuits such as from Washington to San Diego if land wires parallel the path of the radio circuit.

Mr. Coffey also observed that in making the applications at this time we must be prepared to appear before the committee and justify our needs, thus describing to some extent the SIS work which we contemplate after the war, as well as our needs for the insular possession circuits.

The Conference was composed of Messrs. Tolson, Glavin, G. Tamm, Coffey, Morgan, McGuire, and Ladd, who were unanimously of the opinion that the necessary application should be submitted at this time for the 21 frequencies which our engineers advise us we need to operate both networks; that, furthermore, we should prepare ourselves to justify those applications at hearings by stating our needs for the insular possession circuits on the basis that in emergency situations we cannot rely upon commercial and other Government communication facilities, and to describe our SIS needs as handling urgent intelligence matters of the highest order of importance and priority which cannot be risked over commercial cables. The Conference further thought that in advancing these justifications the radio committee could, if it appeared necessary, be assured that upon the first indication of any curtailment of our communication needs either in the insular possessions or in the SIS field, we would immediately revise our estimates and reduce our requests.

It will be observed that there is no provision made in the above plan for United States circuits between any field offices in Washington (except necessary relays through San Diego). This is because the Bureau to date has closed all of its United States feeder stations except those at Los Angeles, San Francisco, and Seattle, and these could continue under our wartime authorization.

A letter transmitting the application to IRAC is attached.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

JJM:HBM

THE DIRECTOR

June 30, 1945

EXECUTIVES CONFERENCE

Suggestion #89
Employee: SAC D. M. Bryce
Oklahoma City

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 SCI/BAE

On June 29, 1945, the Executives Conference, consisting of Messrs. Tolson, Glavin, Coffey, Ladd, McGuire, Morgan and Rosen, considered the suggestion of SAC Bryce that the Bureau issue instructions to all field offices to report all major offenses in which deserters or discharged veterans are known to have been involved and where any difficulty has been encountered in handling these individuals. Mr. Bryce thought also that the Bureau might desire to compile statistics in order to combat possible criticism in cases where Special Agents might necessarily have to resort to the use of firearms in handling discharged members of the armed forces or deserters.

The Conference was unanimous in its recommendation that the issuance of such instructions by bulletin to the field would be most undesirable. It was also indicated that this is a topic which can be handled on a personal basis with the SAC's during the course of their visits to Washington.

A letter to SAC Bryce is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 66-2554-3803

INDEXED 28 JUL 3 1945

EX-50

54 JUL 4 1945

JJM:HBM

June 30, 1945

Sugg. No. 63
Employee: SAC H. B. Rhodes
St. Paul

Of Executive conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Coffey, Ladd, Morgan, McGuire and Rosen.

Employee suggests: That the Bureau discontinue the practice of not placing in sealed envelopes addressed to Bureau employees such matters as transfers and letters announcing raises in salary, etc. SAC Rhodes recommends that the Bureau revert to its old policy of placing all such material in a sealed envelope and addressing it to the employee involved.

RECOMMENDATION: Unfavorable. The Conference unanimously recommended unfavorably, feeling that the instructions that were sent from the Bureau on November 2, 1944 adequately covered instances where confidential or personal information might be sent to an individual employee from the Bureau, in which instances sealed envelopes are used, but that the great majority of routine types of correspondence can be handled with the regular Bureau mail, saving a considerable number of envelopes and postage.

A letter to SAC Rhodes has been sent.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/72 BY SP-5 CLM/RHF

RECORDED
INDEXED
66-2654-3804
JUL 3 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

JUL 4 1945

AR:HP

June 29, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 SP/PK

Sugg. No. 10
Employee: Special Agent Lloyd S. Goodrow
New Haven

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen.

Employee suggests: That the manual be changed so that, in addition to the information presently required to be submitted to an office of assignment when a fugitive is apprehended, the sending office will indicate the judicial district and division, if any, in which the bond of the fugitive is to be made returnable, the present requirement being that the date and place of return be shown.

RECOMMENDATION: Unfavorable. The present system has been satisfactorily operating for many years and seems simpler and less subject to error than the suggested procedure. If the exact place to which a bond is to be returned is known (as Jefferson City, Missouri), the judicial district and division (if any) in which this place is located can always be easily and definitely determined. The United States Attorneys who handle forwarding certified papers are in a position to determine this information and all Bureau Field Divisions have registers showing the coverage of the various judicial districts and their divisions. On the other hand, it would not be possible to determine the exact place returnable if advice is received only to the effect that it is to be returned in the Western Judicial District of Missouri.

Employee advised by letter.

RECORDED & INDEXED 166-2554-3805

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Hendon
Clegg

54 JUL 4 1945

JUL 3 1945

EX-50

AR:MP

THE DIRECTOR 6-30-45

The Executive Conference

SELECTIVE SERVICE

The Executive Conference on June 29, 1945, attended by Messrs. Tolson, Glavin, Morgan for Clegg, McGuire for Nichols, Coffey, Ladd and Rosen, unanimously approved the attached letter to all Special Agents in Charge concerning the necessity for increased attention to Selective Service cases. It is pointed out that during the past four months Selective Service cases have not been closed with the dispatch formerly noted and, although it is realized these cases are becoming more difficult to solve, they should be afforded constant and vigorous attention.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/72 BY SP-5 CLM/STP

RECORDED
&
INDEXED
JUL 3 1945

66-2554-3806

EX-74

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 4 1945

EPC:AF

THE DIRECTOR

June 29, 1945

THE EXECUTIVE CONFERENCE

NIGHT DUTY IN THE LABORATORY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 CI

The Conference consisting of Messrs. Tolson, Rosen, McGuire, Morgan, Coffey, Ladd, Q. Tamm, and Glavin considered the night shifts in the Laboratory, including the monitoring work from the Seat of Government. These have been reduced to two persons. One is a Special Agent night supervisor who works in the Laboratory from 3:30 to midnight. In addition, beginning July 1, 1945, there will be one monitoring operator at the Clinton Station who will work from 3:30 to 11:30.

The Special Agent supervisor is considered essential. He receives police officers from out of town who bring in evidence and urgent cases and also receives evidence and urgent cases coming in by special delivery and arranges to begin work where necessary on these. The night supervisor likewise gets out bulk evidence and ships it in the late evening when telegraphic requests are received indicating that it will be needed sometimes the following morning in court. In addition he handles the incoming and outgoing telegrams through the evening. This assignment is rotated among the Special Agent examiners of the Laboratory.

The remaining nighttime radio monitoring operator is needed to cover the monitoring of those priority circuits which are scheduled at nighttime. This assignment is also rotated among the monitoring employees.

The Conference unanimously recommended approval of these two nighttime positions.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554
NOT RECORDED
100 9-21 1945

SEP 28 1945

EPC

ORIGINAL FILED IN

AB:MP

THE DIRECTOR 6-18-45

The Executive Conference

HANDLING OF OBSCENE EXHIBITS AND INVESTIGATIVE REPORTS

On June 29, 1945, the Executive Conference, with Messrs. Tolson, Glavin, Coffee, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin which reiterates the Bureau's policy regarding the handling of obscene material and investigative reports containing indecent language. This Bulletin has been deemed necessary due to the improper handling of obscene exhibits and investigative reports by Agents in the Field on numerous occasions.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY sp-5 cb/pb

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-8554-3807
73 JUL 4 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 4 1945

EPM:MMH

THE DIRECTOR

June 26, 1945

EXECUTIVE CONFERENCE

Suggestion # 54

Employee: T. Eugene Worrell
Special Agent
Newark Office

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 Cibbf

Members present: Messrs. Tolson, Glavin, Ladd, Coffey, Q. Tamm, McGuire, and Morgan

Employee Suggests: That every investigative report of 20 pages or more have a table of contents which will appear immediately after the "Reference" and on a separate page of the report.

Recommendation: Unfavorable. The Conference noted that a table of contents cannot be prepared conveniently at the time investigative reports are dictated inasmuch as the page numbers would not be known until the report is completed. To require the table of contents, as suggested, would mean that in a very large number of instances it would be necessary to call back the stenographer for a second period of dictation on the same report. Of course, many long reports contain a table of contents at the present time and it was not believed an arbitrary rule should be established in the matter.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 32

66-2551-3808

JUL 4 1945

EX-50

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 4 1945

EPM:ER

THE DIRECTOR 7/3/45

EXECUTIVES' CONFERENCE

NPA APPLICANT

The Executives' Conference on July 2, 1945, Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan, unanimously recommended the designation of a representative from the New Mexico State Police to attend the July Session of the FBI National Police Academy.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/82 BY SP-5 Sci

RECORDED 66-2554-3809

21 - XMT 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 5 1945

AR:MP

THE DIRECTOR 6-30-45

The Executive Conference

MAIL COVERS

On June 29, 1945, the Executive Conference, with Messrs. Tolson, Glavin, Morgan for Clegg, McGuire for Nichols, Coffey, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin, which sets out the value of mail covers and the reasons why it is deemed desirable to use them in certain cases and to follow them closely. It is pointed out that many valuable leads are obtained through placing mail covers and, because of the indifference of the field to use them and the growing tendency on the part of the field offices to overlook the latent possibilities of mail covers, this Bulletin was deemed worth while.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP-5 Sibitz

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
66-2554-3810
JUL 14 1945
EX-50

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 4 1945

EPC:AP

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 2, 1945

The Conference considered the suggestion of Inspector Houghton that all radio operators transferred henceforth to SIS stations first spend from two days to a week working at the Lima, Peru, station in order to understand the procedures and problems peculiar to the Lima station and the SIS network.

The Conference, consisting of Messrs. Tolson, Rosen, Ladd, McGuire, Morgan, Nichols, Coffey, Hendon, E. Tamm, and Glavin, was unanimously of the opinion that this was not necessary. Any procedures used at Lima may readily be learned at the Host of Government control station or at any of the network stations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP-5 cabm

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
203

EX-50 66-2554-3811

JUL 4 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 4 1945

AR:HP

June 30, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 CI/PTF

Sugg. No. 55
Employee: Special Agent T. Eugene Sorrell
Newark

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen

Employee suggests: That Field Offices open cases on key figures criminals; assign Agents to continuously follow the activities of their gangs, develop confidential informants and submit written reports every 60 or 90 days, thus keeping the Bureau currently advised of their activities.

RECOMMENDATION: Unfavorable. It is believed the situation existing concerning local criminals can be adequately met through the Crime Survey Program as it is presently functioning, since this program places upon the field the definite responsibility of being constantly aware of local crime conditions. This program has also made the field extremely crime conscious and the development of confidential informants has vastly improved. When specific cases concerning key figure criminals are assigned to various Agents in the field, the possibility that the Bureau might on some occasion be severely criticized for invading the investigative jurisdiction of some other law enforcement agency is greatly magnified.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2554-3812

JUL 5 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Hendon
Mr. Clegg

54 JUL 6 1945

EPM:ER

THE DIRECTOR

7/2/45

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 Ci/bmp

SUGGESTION NO. 85
EMPLOYEE: SPECIAL AGENT AUBREY S. BRENT
BALTIMORE FIELD DIVISION

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan.

EMPLOYEE SUGGESTS: That consideration be given to providing agents in the field photographic copies greatly reduced of various forms which they may have occasion to use from time to time in the course of investigations, particularly the various waiver forms. In the alternative he suggested that were this not deemed advisable the Bureau suggest to agents in the field that they make photographs greatly reduced in size of such forms.

RECOMMENDATION: Unfavorable. The Conference felt that there would be an infinite variety of various types of forms which might need to be considered should the Bureau seek to provide agents with photographic copies greatly reduced of the items which Agent Brent has in mind. It was further felt that in those instances where an agent feels it necessary that he have such a photographic copy, it would be entirely possible for him to make his own photograph. In this regard it was noted that Agent Brent had in his possession a reduced photograph of a camera exposure chart.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

66-2554-3813

RECORDED & INDEXED

JUL 5 1945

EX-74

54 JUL 6 1945

RCH:DM

THE DIRECTOR 7/4/45

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/82 BY SP-5 eibmf

On July 2, 1945 the Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, McGuire, Morgan, Nichols, Coffey, Hendon, Quinn Tamm and Glavin reconsidered the problems raised by the recent passage of anti-discrimination legislation in the states of New York and New Jersey. In this regard, Mr. A. B. Lowden of the duPont Company had inquired of the Bureau as to whether it would be possible to omit from the applicant fingerprint cards submitted by his agency to the Bureau the information relative to the place of birth and color. He pointed out the provisions of the anti-discrimination bill as passed in the above states provide that no person can be discriminated against for employment because of race, creed, color or national origin. Consequently his company no longer asks for information of this type on its application blanks.

For the Director's information, in the past the Bureau has returned applicant fingerprint cards to the contributor if the color and place of birth were not shown since such information is of assistance in the searching of these fingerprint cards. Color is particularly of technical assistance since it is used as a principal breakup in those fingerprint classifications wherein all arches appear. It is possible, however, to otherwise make identifications and get along without this information.

In view of the anti-discrimination bills and recent trends along these lines, the Conference was of the unanimous opinion that effective immediately no fingerprint card should be returned to contributors for the reason that information concerning color or place of birth has been left off and that the Bureau consider such information to be entirely optional on the part of the contributing agency. It was not felt that any notice need be sent to contributors in this regard.

At the present time we have 25,000,000 applicant fingerprint card blanks in stock. Messrs. Tolson, Coffey, Quinn Tamm and Hendon recommend that after this supply of cards has been exhausted, which of course will be a considerable time, the space calling for color should be eliminated. The other members of the Conference, consisting of the majority, felt that this should not be necessary providing the space of this remains optional with the contributor.

Respectfully,
For the Conference

Olyde Tolson E. A. Tamm

Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
66-2654-3814

I agree with majority.

JUL 6 1945

WRC:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 3, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/85 BY SP-5 ci/pr

The Executive Conference of June 29, 1945, consisting of Messrs. Tolson, Rosen, McGuire, Coffey, Morgan, Ladd, Quinn Tamm, and Glavin considered the facts in an automobile accident in Denver, Colorado, involving a Bureau automobile.

For the Director's information, at approximately 4:30 PM on June 10, 1945, William C. Keatty, age 17, an attendant at the Denver Motor Hotel, the Bureau's contract garage, took a Bureau automobile without authority, and picked up a girl friend, later picking up a male friend. The car was wrecked completely and one of the men was killed. The United States Attorney filed a complaint against the remaining subjects charging them with wilful injury to government property.

It is felt that the owner of the garage should pay for the damage to the Bureau car. The SAC at Denver states that the owner of the garage is entirely willing to pay for the cost of repairs to the Bureau automobile, which amounts to approximately $500.00.

The Conference recommends that a claim in the amount of $500.00 be presented to the owner of the contract garage for payment of the repairs to the Bureau car; that since the Bureau car is so badly damaged that it be turned in as surplus and not be repaired.

Should the Director approve, this procedure will be followed.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

65-12554-3815

17 EX-50

JUL 5 1945

50 JUL 6 - 1945

WRG:JM

THE DIRECTOR

THE EXECUTIVE CONFERENCE

7/3/45

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SP-5 ciptz

The Executive Conference of June 25th, consisting of Messers. Ladd, McGuire, Morgan, Coffey, Rosen, Quinn Tamm and Glavin, considered office hours for the San Juan Field Division.

It was pointed out to the Conference that information had been received from the Special Agent in Charge at San Juan that he saw no justification for maintaining the radio station at San Juan in operation late in the evening. He further advised that during a recent survey, no visitors called at the office and that it was extremely rare that one called after 5:30 P. M., and all that have been received have been of a routine nature; that there has been only a moderate amount of radio traffic after 5:30 P. M., and the incoming messages have, in the great majority, related to Selective Service matters which cannot be handled until the following day. There have been no recent instances of urgent communications from the Bureau reaching San Juan after 5:30 P. M. in the evening.

The Conference, therefore, recommends that the San Juan Office close at 5:30 P. M. as there does not appear to be any justification for the office to remain open after that time, and that the office hours in San Juan be 8:30 A. M. to 5:30 P. M. Should the Director approve the Conference's recommendation, the San Juan Office will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

50 JUL 6 - 1945

166-2554-381

17

29 JUL 3 1945

E. A. Tamm

AR:UP

THE DIRECTOR 6-16-45

The Executive Conference

SUGGESTED LETTER TO ALL BANKS COVERED BY THE FEDERAL BANK ROBBERY AND FEDERAL RESERVE ACT STATUTES

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP-5 SCI/DMC

On June 15, 1945, the Executive Conference, with Messrs. Tolson, Quinn Tamm for Tracy, R. E. Lee for Glavin, Morgan for Clegg, LaGutre for Nichols, Long for Coffey, Ladd and Rosen in attendance, unanimously approved the attached letter to all SACs which transmits a copy of a letter to all banks setting out in a short concise manner a statement of the Bureau's jurisdiction in Bank Robbery cases and steps to be taken to assist in the investigation. The letter to all SACs also requests each field office to advise the Bureau as to the number of copies of the letter to all banks needed to circularize all covered banks in the respective Field Divisions. This letter to all banks has been deemed advisable in view of the increase in bank robbery violations during the past year and the fact that it has been approximately seven years since a general letter acquainting all banks with the investigative jurisdiction of the Bureau has been sent out.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 14

166-2554-3817
IF IB II

29 JUL 6 1945

TBX-F

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JUL 6 - 1945

DHL:B

THE DIRECTOR

Executives Conference June 9, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/14/80 BY SP-5 [illegible]

At a meeting of the Executives Conference on June 9, 1945, attended by Messrs. Tolson, Ladd, Glavin, Hendon, E. Tamm, Long, Morgan, McGuire and Ladd, the question of the continuance of the Foreign Travel Control program and repatriation program was discussed.

It was recommended by the Security Division that the Bureau's activity in this field be greatly curtailed and that the present policy of interviewing all refugees and crew members on neutral vessels be discontinued and that the Bureau confine its activity to only interviewing individuals upon whom the Bureau has derogatory information. It was pointed out that this could be accomplished by the Bureau continuing to receive the advance passenger lists from the State Department and air line companies, after which the names of the prospective passengers could be checked through the Bureau's files, the derogatory information carefully screened at the Seat of Government and furnished to the appropriate field office for the purpose of having only that individual on whom there is substantial derogatory information interviewed and paneled. This would permit the discontinuance of the receipt of the actual passenger lists and activity would be confined to the advanced passenger lists.

It was pointed out that the adoption of this procedure would result in eliminating immediately all Foreign Travel Control squads which are presently in existence and which meet neutral vessels arriving in the United States. It would also permit the immediate discontinuance of the coverage at New York City at LaGuardia Field and that which the Miami office has. Four Agents are presently tied up on this project in New York City full-time and eleven on a full-time basis in Miami.

It was suggested that in the event this procedure were adopted, that the Bureau request the Immigration and Naturalization Service, as well as the Customs Service, to immediately advise the Field Office in the event they discovered during their own check ships and planes any suspicious persons who they felt should be reported to the FBI.

Further, it was suggested that only after the Bureau, Justice, State Department and FEA be advised that the Bureau is not withdrawing entirely from the program but is confining its activities to interviewing only those individuals upon whom there

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED 66-2554-3819

BUREAU OF INVESTIGATION JUN 9 1945 DEPARTMENT OF JUSTICE

ORIGINAL FILED IN

JUN 9 1945

DE-XH

to pertinent derogatory information and that, therefore, the advance passenger lists are still desired by the Bureau.

It was recommended that the Bureau should continue to interview the incoming repatriates inasmuch as there are only usually two or three such exchange ships each year and the handling of these vessels will require no more than two or three days. This recommendation is made in view of the fact that repatriates are not checked by the American Consuls prior to their departure to the United States as is now going to be done on passengers on regular neutral ships and passengers arriving over the air lines.

Messrs. Tolson, Hendon, Rosen and Ladd were in favor of adopting the above procedure.

Messrs. Glavin, E. Tamm, Lenn, Morgan and McGuire recommend that the Bureau continue to handle the Foreign Travel Program in its entirety as at present. They pointed out to the Conference that they felt the Bureau still had the responsibility for protecting the internal security of the country and that to properly discharge this responsibility, it would be necessary to continue the Foreign Travel Control Program, as has been in operation, until the end of the war with Japan. They pointed out that the catching of a single agent or other person who should not be admitted to the United States as a result of this program would more than offset the amount of work involved in handling the program; further, that the reason there has been so few agents get into the United States during the period of the war was due to the activities of the Bureau in panoling ships and planes; that it was felt that this deterrent should not be abandoned at this time.

I approve - See that all necessary arrangements & notifications are made immediately.

Respectfully,
For the Conference

Clyde Tolson,

Edw. A. Tamm

cc- Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Mohr
Carson
Hendon
Mumford
Jones
Quinn Tamm
Pease
Gandy

CT:hmg

July 2, 1945

THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/24/92 BY SP-5 CIA/DOJ

The Executive Conference, Messrs. Tolson, Ladd, Morgan, Rosen, McGuire, Glavin, Coffey, and Quinn Tamm being present, considered the Night and Midnight Force of the Identification Division.

You are advised the Identification Division presently has on duty from 3:30 P.M. to 12:00 Midnight seven employees; and from 11:30 PM. to 8:00 A.M. four employees. These are permanent assignments. The employees have been on these assignments for a considerable length of time. It is felt the employees are necessary to maintain the Identification Division on a twenty-four hour basis.

The Conference unanimously recommends that the Night and Midnight skeleton forces be maintained in the Identification Division.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

I think the 7 on from 3:30 to 12 should be reduced to 4. The other is OK. CW Of

H.

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

EX-172

166-2554-3819

29 JUL 6 1945

EFL:ER

THE DIRECTOR

7/2/45

EXECUTIVES' CONFERENCE

SUGGESTION #77
EMPLOYEE: SA Jacob I. Brown
New York Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY sp-sc/pmp

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan.

EMPLOYEE SUGGESTS: That the Bureau consider the desirability of keeping Benzadrine tablets available in the field offices for use by agents when they become very tired as, for example, after they have worked on surveillances for a long period of time.

RECOMMENDATION: Unfavorable. The Conference felt it was not advisable to place in field offices any drug of this type inasmuch as matters of this sort more logically can be handled on an individual basis.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 214

66-2554-3820

JUL 6 1945

EX-22

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JUL 7 - 1945

LPM:MD

THE DIRECTOR 7/2/45

EXECUTIVES' CONFERENCE

SUGGESTION #69
EMPLOYEE: SA Howard W. Little
New York Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 SAB

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan

EMPLOYEE SUGGESTS: That the rule requiring the transfer of an agent from one type of work to another every six months should not be applied in the case of agents working on Communist Matters. He observed in this regard that it takes an agent approximately six months to learn the background on Communism and to get a good idea of the particular subjects under investigation.

RECOMMENDATION: Unfavorable. The Conference noted that at the present time a communication has been directed to various Bureau officials and selected SACs to determine the advisability of continuing the six-month rule as it presently exists and that pending further study it was not advisable to change the rule at this time.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 66-2554-3821

INDEXED 155

JUL 6 1945

EX-51

62

67 JUL 7 - 1945

cc-Mr. Rosen
Mr. Carroll
Mr. Gunsel
Mr. E.A.Tamm

AB:HP

July 3, 1945

Sugg. No. 34
Employee: Special Agent George H. Denton
Houston

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen

Employee suggests: That it be a requirement in preparing reports to set out the description of automobiles similar to the manner in which descriptions of persons are set out in reports, so that complete descriptive data relating to automobiles involved in Bureau investigations will be available and easily located.

RECOMMENDATION: Unfavorable. It was recommended that no requirement be made to set out descriptions of automobiles in tabulation form inasmuch as it is believed the present methods employed for the description of automobiles involved in Bureau cases is adequate.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY SP-5C/pmf

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-3822

JUL 6 1945

17

JUL 7 - 1945

MX-74

WRG:JM

THE DIRECTOR 7/4/45

THE EXECUTIVE CONFERENCE

Suggestion No. 51
Employee: Peter G. Roth
Syracuse Field Division

MEMBERS PRESENT: Messrs. Ladd, McGuire, Morgan, Coffey, Rosen, Quinn Tamm and Glavin.

EMPLOYEE'S SUGGESTION: Special Agent Roth suggests that the various forms, such as the list of SACs, the territorial allocation lists, be prepared on paper of a size that will fit in the FBI Handbook. He believes such forms, containing data or reference material, will be more conveniently handled and more readily available if they fit the FBI Handbook.

RECOMMENDATION: The Conference, after careful consideration of the suggestion, is opposed to its adoption; that if the forms were prepared in the size suggested by this Agent, they would be too small insofar as the print is concerned to be utilized on a practical basis and would be merely a duplication of the forms and lists presently used in the divisional offices. Should the Director approve, the Conference's recommendation, the attached letter will go forward to this Agent.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY sp.5cpt7

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC-Mr. Clegg
CC-Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
JUL 6 1945
EX-51
57 JUL 7 - 1945

DPN:CH

THE DIRECTOR

EXECUTIVES' CONFERENCE

7/2/45

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/22 BY SP-5 SCI/DTH

SUGGESTION #72
EMPLOYEE: MISS DOROTHY M. MCKINNEY
NEW YORK OFFICE

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan.

EMPLOYEE SUGGESTS: That the Bureau may desire to offer special training to girls who are interested in increasing their stenographic speed to handle very fast dictation. Miss McKinney suggested in this regard that question and answer statements, for example, require speeds probably in excess of 120 words per minute and that the requirement of 120 words per minute did not meet all of the Bureau's stenographic needs.

RECOMMENDATION: Unfavorable. The Conference felt that the Bureau standard of 120 words per minute is entirely adequate for all normal purposes and that in those rare instances where it is necessary that dictation be taken at a greater rate of speed there are stenographers available to handle such assignments.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H.

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-3825
EX-51 IF IB II

30 JUL 12 1945

JUL 5 5 26 PM '45

60 JUL 12 1945

AD:HP

July 3, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/90 BY SP-5 SCB/BHF

Sugg. No. 39
Employee: Special Agent William A. Tamb
Grand Rapids

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Coffey, Morgan for Clegg, McGuire for Nichols, Ladd and Rosen

Employee suggests: That a letter be composed at the Seat of Government explaining the Bureau's jurisdiction in a manner which will disclose to the members of the American Legion how they can be most helpful in cooperating with the Bureau in reporting information of value, this letter to be distributed to the Commanders of Posts throughout the country.

American Legion Contacts

RECOMMENDATION: Unfavorable. It is believed proper contacts are now being made both by personal contact with Post Commanders who recommend individuals who can be of possible assistance to us and by appearance before Posts and explaining the Bureau's jurisdiction to the members at large. We are not interested in developing contacts with the entire 1,500,000 Legionnaires in the country but only in individual Post Commanders and Legionnaires located in key spots and it is felt the service they have rendered during the war and the manner in which these contacts have been handled have been quite satisfactory.

Employee advised by letter.

RECORDED INDEXED

66-2554-3826
F IB II

30 JUL 12 1945

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc-Mr. Hendon
Mr. Clegg

60 JUL 12 1945

WRG:JM

THE DIRECTOR

THE EXECUTIVE CONFERENCE

7/3/45

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY SP-5 [illegible]

Suggestion No. 53
Employee: Leonard R. Weber
Assistant Special Agent in Charge
Charlotte Field Division

MEMBERS PRESENT: Messers. Ladd, McGuire, Morgan, Coffey, Rosen, Quinn Tamm and Glavin.

EMPLOYEE'S SUGGESTION: Weber, during an inspection of the Automobile Register of the New York Division, felt that a tab system utilized by the New York Division to set out whether a car is in service or out of service should be made uniform for all offices. A sample of the card system is attached.

The availability of the automobiles are recorded by blue tabs on the card. When not showing more than a portion of the tab, the car is in and can be assigned. When the blue tab is outspread across the bottom of the card, the car is out and not available for assignment.

RECOMMENDATION: The Executive Conference does not feel that it should be necessary to have such a system installed in all divisional offices. In many offices, such a system would be an unnecessary refinement and would not serve any useful purpose. The Conference, therefore, is opposed to its adoption for all the divisional offices. Mr. Clegg is in favor of New York continuing the system, and the Conference has no objection to the New York Office continuing it. There is attached hereto a communication to Special Agent Weber concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED
INDEXED 66-2554-3827
EF BB H

EX-50 32 30 JUL 12 1945

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

60 JUL 12 1945

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 2, 1945

Suggestion #73
Radio Operator Samuel O. Smith
New York, New York

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 SP-5G

Members present: Messrs. Tolson, Rosen, Ladd, McGuire, Morgan, Nichols, Coffey, Hendon, E. Tamm, and Glavin.

Employee suggests:

That the Wading River, Long Island, radio station not be used for general monitoring work because of the unavailability of the station as to transportation.

RECOMMENDATION: The Conference was unanimously of the opinion that decision as to the ultimate disposition of this station cannot be reached at this time. The possibility exists that the station will yet be needed for a pending double agent case upon which the Bureau is now working. When this need no longer exists, then final consideration will be given to the disposition of the station.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-3828
IF IB II
30 JUL 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 12 1945

AR:MP July 5, 1945

Sugg. No. 43
Employee: Agent John B. Little
Indianapolis

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 Sp-5-ci

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Tracy, Hendon, Coffey, Clegg, McGuire for Nichols, Ladd and Rosen

Employee Suggests: That consideration be given to indexing both at the Seat of Government and in the Field, Army and Navy serial numbers used by the subjects in impersonation, Illegal Wearing of the Uniform and National Stolen Property Act cases, for the purpose of more readily identifying and consolidating subjects and files in cases of this character.

RECOMMENDATION: Unfavorable. The major objective to be achieved is to more readily identify and consolidate subjects and files in cases of this character. The objective could not in a majority of cases be achieved in the suggested procedure since it is known that impersonators and check artists most always do not use the same serial number in the perpetration of their frauds.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

ORDERED
INDEXED

JUL 12 1945

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

58 JUL 13 1945

ARIMP

THE DIRECTOR

July 7, 1945

The Executive Conference

REVISION OF MANUAL OF RULES AND REGULATIONS
PASSPORTS, VISAS AND IMMIGRATION RECORDS

The Executive Conference, on July 4, 1945, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Coffey, Clegg, McGuire for Nichols, Ladd and Rosen, unanimously approved the attached revised section of the Manual of Rules and Regulations dealing with Passports, Visas and Immigration Records.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP. scibor

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED
32

66-2554-3830
IB IB I

30 JUL 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

DRG:rj

THE DIRECTOR

July 4, 1945

THE EXECUTIVE CONFERENCE

Suggestion No. 118
Employee: Lenora Marsch, Stenographer
Chicago Division

MEMBERS PRESENT: Messrs. Tolson, Ladd, Rosen, McGuire, Morgan, Quinn Tamm, and Glavin, on June 28, 1945.

EMPLOYEE'S SUGGESTION: Miss Marsch suggested that the Bureau might wish to adopt the policy of some of the defense plants in the Chicago area providing each individual employee with a "Blood Type Identification Card", listing the name of the employee, date of birth, and his blood type. Also set forth on this card are the blood types compatible with the employee's in question, and in the event of an accident this card could be consulted and needless delay before transfusion, caused by typing of the injured'd blood, can be avoided.

It was pointed out to the Conference that we have advised Agents in the past of their blood type after their blood had been appropriately typed at the Public Health Service or the United States Medical Center, and at the present time when examinations are afforded at the United States Medical Center and the blood grouping is reflected, this information is furnished to the field for incorporation in the Agent's file. It is felt that by having this information in the field personnel file the basic need for this information is met.

Subject to the Director's approval the attached communication will go forward to Miss Marsch.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP-SCJ/Jr

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2551-3831
IF IB II
30 JUL 12 1945

JUL 13 1945

EAT:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

7/2/45

SUGGESTION #64
EMPLOYEE: SA JUDE A. [illegible]
NEWARK

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan

EMPLOYEE SUGGESTS: That the Bureau consider the advisability of including in the In-Service curriculum a period of discussion relating to experiences the various agents have had in the use of pretexts.

RECOMMENDATION: Unfavorable. There has recently been in the In-Service curriculum a panel forum period devoted to a discussion on investigative techniques which was recently discontinued in view of devoting the one hour to raids, surveillances and plants. Experience indicated that agents needed more of the latter type of instruction and that the discussion of investigative techniques was adequately provided for in the course of the practical major case work.

Employee advised by letter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/92 BY SP-5C/ftw

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

cc: Mr. Hendon
Mr. Clegg

66-2554-3832
EF EB II

RECORDED
INDEXED
67

30 JUL 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7/

JUL 13 1945

EEM:BR

THE DIRECTOR

EXECUTIVES' CONFERENCE

7/2/45

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/14/92 BY Sp-5 ib/mc

For the past two years the Training and Inspection Division has conducted shorthand classes for advanced students. It has now been suggested that a new class be started for beginners from employees in the Identification Division, such employees being selected by the date of entrance on duty and that typing ability not be one of the requirements. It has been pointed out that this will give employees in every section of the Identification Division an opportunity to enter the class. It was noted that should typing not be a requirement it was advisable that of the two hours devoted to each class, 45 minutes be set aside to typing instruction and one hour and 15 minutes to shorthand instruction. It appeared that approximately 25 employees in the Identification Division would be interested in such a class.

The Executives' Conference on July 2, 1945, those present being Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan, considered this matter and unanimously recommended that the class be started, one hour to be on the Bureau's time and the other hour on the employees' time.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JUL 13 1945

RECORDED & INDEXED

166-2657-3833
IF IB II

30 JUL 12 1945

191

EX-50

EPM:MR

THE DIRECTOR

EXECUTIVES' CONFERENCE

7/2/45

SUGGESTION #75
EMPLOYEE: SA John G. Willis
New York

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY sp-5ci/bmc

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, Nichols, McGuire, Coffey, Hendon, Q. Tamm and Morgan.

EMPLOYEE SUGGESTS: That the Bureau consider abolishing the six-month transfer rule from squad to squad in the New York Office inasmuch as it requires six months for agents to become well grounded in major cases. The employee further felt that the morale of the office was affected adversely by the rule and that agents who become interested in a particular type of work lose interest as the six-month period nears because of the knowledge that they will be transferred to another squad.

RECOMMENDATION: Unfavorable. The Conference noted that the advisability of the six-month rule is presently being considered by various Bureau officials and it was not deemed advisable to change the rule at this time pending the result of this study.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 116-2557-3834
IF IB II
30 JUL 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 13 1945

VRG:JM

THE DIRECTOR 7/6/45

THE EXECUTIVE CONFERENCE

The Executive Conference of July 3rd, consisting of Messrs. Tolson, Tracy, Hendon, Nichols, Morgan, Ladd, Rosen and Glavin, considered a suggestion submitted by Special Agent Carson that a Bureau owned automobile be made available to the SIS Office at Asuncion, Paraguay.

Mr. Carson pointed out that since September, 1944, an automobile has been rented on a full-time basis with Bureau approval. We at first paid $95.00 a month for this car. The cost was subsequently raised to $100.00 a month, and in April, 1945, the owner sold the car. We were unable to get another car until June, at which time one was rented at a cost of $113.45 a month. The Legal Attache at Asuncion has advised that the automobile is in very poor condition and constantly needs minor repairs. It is pointed out that the Embassy is several miles from the business district and that the transportation facilities are unbelieveably poor, and it would be much more economical for the Bureau to purchase a car for the Legal Attache.

The Conference unanimously recommends the purchase of a car from SIS funds for use by the Asuncion Office. Should you approve, the Administrative Division will endeavor to purchase such a car and arrange for its transportation to Paraguay.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 CI/STP

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED 66-2554-3835
INDEXED 30 JUL 12 1945

EX-74

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

58 JUL 13 1945

VRG:JM

THE DIRECTOR 7/6/45

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5C/BAC

The Executive Conference of July 3rd, consisting of Messrs. Tolson, Tracy, Hendon, Nichols, Morgan, Ladd, Rosen, and Glavin, considered a request of Mr. Carson for the purchase of an automobile for Santiago, Chile. At the present time, there is one official automobile at Santiago for our Legal Attache and for our Police Liaison Agents assigned to the Santiago Legal Attache's Office.

The Legal Attache has advised that the Police Liaison Agents (there are 4 such Agents assigned to his office) have obtained an office from the Police Department outside the Embassy and as a result find it very difficult to use the official automobile on Bureau business. The Legal Attache feels that an additional car is needed for the Police Liaison Agents. It would be extremely helpful in making contacts with the police, contacting informants and travelling to and from the Police Deparment, various parts of which are located in different sections of the city.

The Conference unanimously recommends the purchase of another car from SIS funds for the use of the Police Liaison Agents assigned to the Santiago Office. Should you approve, the Administrative Division will endeavor to purchase such a car and arrange for its transportation to Chile.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

SEARCHED & INDEXED

66-2551-3836
IF IB II

JUL 12 1945

EX 50

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

OK

JUL 13 1945

EPG:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 7, 1945

Mr. Parsons of the Laboratory observed that technical articles on Laboratory publicity and certain other Bureau releases are mimeographed on relatively cheap paper and stapled together with a wire staple and in this form are sent out. Mr. Parsons was of the opinion that the Bureau is not keeping up to date with big business and in fact with some police departments such as the Texas State Police when it continues to send out these releases in such cheaply made up form.

He recommends that, as to Laboratory articles which are to be quite widely distributed, these be prepared on high grade paper, well printed, well illustrated, well bound, and with a suitable cover. He submits as an example the existing Bureau pamphlet entitled "Firearms Identification", which is prepared in the manner indicated. He further suggests that similar consideration be given other Bureau releases.

The Conference was unanimously of the opinion that this would be desirable but that it could not be attained during the war period and that the Bureau would be open to criticism if it put out too lavish a release at this time.

The Conference, consisting of Messrs. Tolson, Ladd, McGuire, Clegg, Rosen, Coffey, Hendon, Tracy, and Glavin, recommends that the procedure for preparing releases be again considered after the war.

I think situation should be considered now. We dont need to be "lavish" but we can make it more presentable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/14/82 BY SP-SCI/PHF

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-3837
EF EB I

30 JUL 12 1945

RECORDED
INDEXED

JUL 13 1945

-XE

EPM:HD

THE DIRECTOR

JUNE 29, 1945

EXECUTIVES' CONFERENCE

FBI NPA DIRECTORY

On June 29, 1945 the Executives' Conference, Messrs. Tolson, Glavin, Ladd, Q. Tamm, Rosen, Coffey, McGuire and Morgan being in attendance, approved preparation of the new FBI NPA Directory, attached hereto, incorporating all changes with respect to the NPA Associates.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Hendon - Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/11/92 SP-5 BMF

RECORDED & INDEXED 66-2537-3838
EF EB II
30 JUL 12 1945

EX - 74

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Nease
Gandy

58 JUL 13 1945

AR:MP

THE DIRECTOR

7-6-45

The Executive Conference

PESENTSNO - Records contained at Organizations Records Branch, Adjutant General's Office, Savannah, Georgia

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 CAP/PTF

The Executive Conference, on July 3, 1945, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Morgan for Clegg, Ladd and Rosen, unanimously approved the attached Bureau Bulletin, captioned as above, which advises there is little or no information of a personal nature available in the records at the Organizations Records Branch at Savannah, Georgia, and any information available there is duplicated in the files of the Adjutant General's Office at Washington, D. C. It has been deemed advisable to furnish this information to the Field so that leads will not be set out for the Savannah Field Division to check the records at Savannah inasmuch as they are unproductive.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK.

Attachment
cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 23 166-2554-3839
IF IB II
30 JUL 12 1945

EX-114

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 13 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/24/92 BY SP-5 ai/bmp

66-2554-3840

NOT USED

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WEG:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 5, 1945

Suggestion No. 120
Employee: T. G. Banister
Butte Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY Sp-5ci/bx

MEMBERS PRESENT: Messrs. Tolson, Ladd, Rosen, McGuire, Morgan, Coffey, Quinn Tamm, and Glavin.

EMPLOYEE'S SUGGESTION: SAC Banister advised that it had come to his attention that it is possible to install automobile inverters in automobiles and thus allow for the use and operation of Dictaphone machines in automobiles, and he suggested that consideration be given by the Bureau to installing these inverters in Bureau cars throughout the Field, thus enabling Agents to dictate while on road trips.

RECOMMENDATION: The Conference does not feel that further consideration should be given to this suggestion since there appears to be no reason why it should be necessary for Agents to dictate while in Bureau automobiles. This appears to be a gadget which is not applicable to Bureau cars.

Subject to the Director's approval, the attached communication will go forward to Mr. Banister.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK.

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-3841

F IB II

30 JUL 12 1945

199

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

57 JUL 13 1945

RCH:DW

THE DIRECTOR

THE EXECUTIVE CONFERENCE

7/11/45

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-SCI

The Executive Conference consisting of Messrs. Glavin, Hendon, Quinn Tamm, Rosen, Ladd, Clegg, McGuire, Long and Lee discussed the possibility of closing the Miami Office after midnight.

Twenty-four hour service

During his recent inspection at Miami, Mr. Hendon determined that the only justification for keeping the Miami Office open after midnight was the irregular arrivals throughout the 24-hour period of planes under the Foreign Travel Control Project. Neither the telephone calls nor visitors otherwise warranted keeping the office open. He recommended that if the Foreign Travel Control Project was eliminated the office should be closed.

The Foreign Travel Control Project has now been severely curtailed and SAC Danner who was in agreement with Mr. Hendon's original recommendation advised yesterday that no purpose was served through keeping the office open after 12 midnight. Arrangements can be made for the Miami Office to be appropriately advised by the airports of any arrivals during the early morning hours in which we may be interested.

RECOMMENDATION - The Conference unanimously recommends that the Miami Office be closed after 12 midnight. If approved, the Miami Office will be appropriately advised.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.

CC - Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

EX-39

116-2554-38

IF IB II

30 JUL 12 1945

DRAFT

THE DIRECTOR 7-9-45

THE EXECUTIVES' CONFERENCE

On July 9, 1945, Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan being in attendance, considered a request made of the San Francisco Office by the San Francisco Police Department for instruction in the handling of burglaries and safe cracking investigations. The department had requested that the Bureau furnish them instruction in safe cracking and lock picking methods.

The Conference was agreed that the Bureau should not participate in instruction designed to teach police officers how to pick locks or open safes but that the instruction should be limited solely to investigative techniques and laboratory aids in handling offenses of this type.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5 ci bmc

RECORDED
INDEXED
SERIALIZED
FILED

166-2554-3843
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30 JUL 12 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

1945

RCH:DW

THE DIRECTOR

7/7/45

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY SP-5 SCB/BHP

The Executive Conference consisting of Messrs. Tolson, Ladd, McGuire, Clegg, Rosen, Coffey, Hendon, Glavin and Tracy considered the monthly administrative report insofar as the breakdown of cases is concerned under the general and security classifications. It is pointed out that by SAC Letter #307 dated November 18, 1944, a classification chart was furnished to the field showing the division of work between the Security and Investigative Divisions of the Bureau. By SAC Letter #19 dated February 13, 1945, the field was instructed to make the breakdown of cases on the monthly administrative reports in accordance with the breakdown shown on the classification chart.

Mr. Hendon pointed out to the Conference that he had recently found both at Miami and at Salt Lake City that the breakdowns were being made improperly. Selective Service cases were still being carried under the security breakdown rather than the general investigative breakdown as the new instructions require.

To clarify this misunderstanding, the Conference recommends that the attached SAC letter go forward.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.

OC - Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

166-2554-3844

EX 108

30 JUL 12 1945

71

JUL 17 1945

to utilize regular mail for many of the investigative reports on applicants.

Subject to the Director's approval, there is attached hereto a letter to Mr. Feeney.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK
H.

WRG:JM

THE DIRECTOR 7/6/45

THE EXECUTIVE CONFERENCE

Suggestion No. 76
Employee: Thomas J. Feeney
Special Agent
New York Field Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-SCI/DAF

MEMBERS PRESENT: Messrs. Tolson, Rosen, Ladd, McGuire, Morgan, Nichols, Coffey, Hendon, Quinn Tamm and Glavin.

EMPLOYEE'S SUGGESTION: Mr. Thomas J. Feeney, a member of In-Service Class No. 5, pointed out that he is of the opinion that the Bureau could save some money in teletypes, particularly in applicant cases; that often times the investigation was conducted expeditiously to meet the deadline and a teletype was sent to the Bureau, however, he feels that offices east of the Mississippi could submit the information to the Bureau just as rapidly by letter and it would save considerable money. He also pointed out that the Bureau had set deadlines for some applicant investigations when there was no possibility of the applicant's accepting the position for several months, and he thought that in those instances more time could be allowed to conduct these investigations; that an investigative report or letter could be submitted to the Bureau instead of submitting a teletype.

RECOMMENDATION: The Conference was advised by Mr. Glavin that during the recent Emergency Personnel Program it was absolutely essential that teletype communication be used; that in many instances we are working not only against time, even though the applicant would not be available for a month or so, but against other Government Agencies that were going out in the same territory covered by the Bureau and practically hijacking our applicants by offering them spot appointments which we could not do. In the majority of cases under the Emergency Personnel Program, appointments were made without investigation, however, in many instances it was necessary to investigate the applicant before an appointment could be made, and in other instances, applicants had accepted appointments making it necessary that the investigations be completed at the earliest possible date.

The Conference agreed that after the current Emergency Personnel Program is completed, it being practically completed at this time, it should be possible for the Bureau

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

66-2554-3845
RECORDED & INDEXED
F IB II
30 JUL 12 1945
EX-74

56 JUL 17 1945

VRG:JM

THE DIRECTOR 7/6/45

THE EXECUTIVE CONFERENCE

Suggestion No. 99
Employee: M. A. Jones
Chief, Crime Records Section

MEMBERS PRESENT: Messrs. Tolson, Tracy, Hendon, Nichols, Morgan, Ladd, Rosen and Glavin

EMPLOYEE'S SUGGESTION: Mr. M. A. Jones, Crime Records Section, suggested that in view of the current war situation that badges be no longer required of employees at the Seat of Government except those assigned as messengers or in the Identification Division or the Records Section. Mr. Jones feels that the building pass would suffice as identification for other employees.

RECOMMENDATION: The Conference, after careful consideration of this suggestion, is opposed to its adoption since Bureau employees who find it necessary to go through the Files Section or to visit the Identification Division cannot gain entrance without their badges. It would be undesirable to discontinue this practice at the present time since then unauthorized individuals could go through our Files space or our Identification space at the Armory.

Subject to the Director's approval, there is attached hereto a communication to Mr. Jones concerning his suggestion.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/17/92 BY SP-5 cibrp

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC-Mr. Clegg
CC-Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED 66-2554-3846
IF IB II
30 JUL 12 1945
EX-51 201
7 C JUL 17 1945

WRG:rj

THE DIRECTOR

July 8, 1945.

THE EXECUTIVE CONFERENCE

Suggestion No. 20
Employee: Wallace B. Foard, Special Agent.
Miami Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/17/92 BY sp-5cibmr

MEMBERS PRESENT: Messrs. Tolson, Quinn Tamm, Ladd, Rosen, McGuire, Morgan, Coffey, and Glavin.

EMPLOYEE'S SUGGESTION: Agent Foard suggested that the Bureau consider the possibility of equipping Bureau automobiles with a blinker which would cause the red emergency lights presently installed on the Bureau cars to flash simultaneously; that by using the 32 candle power tungsten blinker and connecting both red emergency lights, which are equipped with a 15 candle power bulb, the appropriate synchronized flash can easily be obtained. Agent Foard pointed out that many taxicabs in various cities are equipped with red running lights, and frequently these lights appear on the taxicabs in approximately the same location as the red lights on Bureau automobiles.

Agent Foard suggested that for a very nominal cost the blinker could be installed and it was his belief that with such an installation, Bureau cars operating in an emergency would be more easily identified when running at high speeds, either with the siren blowing or not blowing.

RECOMMENDATION: The Conference is opposed to the adoption of this suggestion since it would serve no useful purpose. The Conference further points out that other suggestions had been made looking toward such installation; that various Bureau officials had been asked for their opinions in this regard and Messrs. Drayton, Connelley, Brantley, Gurnea, McCee, Hoper, and Hood did not recommend any change; Mr. Fletcher recommended that the suggestion for the use of red lights on Bureau automobiles be approved; and SAC Hood recommended that sirens and red lights be removed from some of the Bureau cars as he did not feel they are needed on all Bureau cars.

The Conference recommends that no change be made and that a communication go forward to Agent Foard and further recommends that a communication go forward to Agent George L. Day of the St. Louis Division who made the original suggestion. Such communications are attached hereto.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachments

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-9554-3847

Respectfully Submitted,
THE EXECUTIVE CONFERENCE

30 JUL 12 1945

Clyde Tolson E. A. Tamm

VRG:rj

THE DIRECTOR

July 5, 1945.

THE EXECUTIVE CONFERENCE

Suggestion No. 96
Employee: Dan A. Bailey, Clerical Employee
Identification Division

MEMBERS PRESENT: Messrs. Tolson, Ladd, Rosen, McGuire, Morgan, Coffey, Quinn Tamm, and Glavin.

EMPLOYEE'S SUGGESTION: Mr. Bailey suggested that the Bureau consider awarding a 5-year service award of some kind, that it need not be the type of key presently worn by employees who have been in the service 10 years or longer and suggested that a lapel pin be awarded in place of a key to those employees.

RECOMMENDATION: The Conference does not feel that there should be an award for 5 years' service, that the present policy of awarding keys for 10, 20, 25, and 30 years of service be continued, that the present policy is a conservative and reasonable one; that the 5-year service award would be extremely expensive insofar as the number of employees is concerned.

Subject to the Director's approval, the attached communication will go forward to Mr. Bailey in this connection.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5 SCA

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

D. A. Tamm

OK.

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
166-2554-3848
IF IB II
30 JUL 12 1945
EX-91

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 17 1945

Executive Conference

AR:MF

July 6, 1945

Sugg. No. 42
Employee: Special Agent Joseph F. Tolson
Miami

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Morgan for Clegg, Ladd and Rosen

Employee suggests: That the Bureau allow the Office of Origin to be changed in Selective Service cases when it is ascertained that subject was merely a transient in the territory when he registered for the draft and that no ties were made in the territory which would be productive in leading to his location and where close relatives have been located in another territory or it is established that the subject is well known in another territory which makes it likely that he may reappear there or may be located through diligent investigation among acquaintances there.

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RECOMMENDATION: Unfavorable. The procedure suggested does not have any merit inasmuch as the office of origin is generally where the Local Board is located. This establishes a uniform procedure and the suggestion of the Agent creates another exception to the general rule which is not believed to be warranted. In addition, venue is usually in the office of origin, that is where the individual registered.

Employee advised by letter.

RECORDED & INDEXED
66-2554-3899
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30 JUL 12 1945
201

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

AR:MP

THE DIRECTOR

7-6-45

The Executive Conference

PERJURY INVESTIGATIONS
MANUAL OF INSTRUCTIONS

On July 3, 1945, the Executive Conference, with Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Morgan for Clegg, Ladd and Rosen in attendance, unanimously approved the attached Manual Revision which has been made in order that the statements as to Bureau policy may conform with the policy established by the Bureau recently in perjury investigations. It is noted the Bureau will now accept for investigation perjury cases which were not an outgrowth of an investigation over which this Bureau has primary investigative jurisdiction in the event the request for such investigation was made by a United States Attorney or a Federal Judge.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP-SCP/PTF

RECORDED & INDEXED
JUL 11 1945
166-2554-3850
IF IB I
30 JUL 12 1945
EX-74

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AR:MP

THE DIRECTOR

7-7-45

The Executive Conference

SUGGESTION THAT BUREAU USE PHOTORECORD CAMERA COPIES OF FINGERPRINT CARDS INSTEAD OF IDENTIFICATION DIVISION PREPARED FUGITIVE MEMORANDA TO FORWARD DATA CONTAINED FINGERPRINT JACKETS TO FIELD, SUBMITTED BY SUPERVISOR K. C. WEST

The Executive Conference on July 4, 1945, with Messrs. Tolson, Glavin, Tracy, Clegg, Coffey, Hendon, McGuire for Nichols, Ladd and Rosen in attendance, unanimously approved the suggestion of Supervisor K. C. West on the Fugitive Desk, to completely revise the present procedure for transmitting data contained in fingerprint jackets to the Field in our Fugitive investigations. In the past it has been necessary for an estimated 15 to 20 employees to review all of the prints in each fingerprint jacket and thereafter prepare typewritten memoranda summarizing the content. They are thereafter forwarded to the office of origin. Such data are required in all cases where information is received identifying or possibly identifying a Bureau fugitive with a known criminal record. We are presently handling approximately 11,500 fugitive investigations.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/14/82 BY SP-SCIBOV

The advantages of the new procedure are:

1. We will be able to expeditiously get out photographic copies of fingerprint cards in one or two days. At the present time it takes from five to six weeks to get out the typewritten memoranda. Description and fingerprint data are of utmost importance in all fugitive investigations and should be furnished the Field as soon as possible.

2. A reduction in personnel would be effected. It is believed only two clerical employees will be required to photograph and develop copies of fingerprint jackets. Numerous clerks and typists now check fingerprint jackets, prepare and type fugitive memoranda and then proofread these in detail for clerical errors.

3. There will be a reduction in operating costs. Estimates are that the average fingerprint jacket will be completely photographed with less than twenty cents worth of photographic material. Typewritten memoranda cannot be prepared at this cost.

4. The Field will actually be furnished with copies of the subject's fingerprints. At the present time they receive only a fingerprint classification except in those few cases where Identification Orders are issued.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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RECORDED 154 166-2534-3851

7 JUL 14 1945

PHO

5. The Field will be furnished with copies of the subject's known handwriting as it appears on the photographs of this fingerprint card. These specimens will be of value in connection with the handling of mail covers, etc.

6. We can dispense with the need of preparing, handling and transmitting three smooth-finished photographs of subjects to the Field. Estimates show that the entire fingerprint jacket, including all photographs contained therein, can actually be photographed with a photorecord camera at about the same photographic material expense now being accrued in preparing the type of smooth-finished photographs which accompany our present fugitive memoranda.

7. Copies of all photographs in the fingerprint jackets, including standing, front, side and any other available poses, will be furnished the Field instead of just one photo selected by a clerical employee.

8. It will furnish Bureau Agents in the Field with all data contained in the fingerprint jacket, together with the exact source from which these are obtained, and will consequently save investigative time and effort.

9. It will reduce the possibility of error in getting these data from the fingerprint jacket to the Field.

For your further information concerning this matter, there are attached the following:

1. Outline of recommended procedure for putting suggestion into effect.

2. Memorandum discussing suggestion in detail.

3. Samples of photographic copies of fingerprint cards.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachments

cc-Mr. Hendon
Mr. Clegg

EPM:ER

THE DIRECTOR 7-9-45

THE EXECUTIVES' CONFERENCE

SUGGESTION #67
EMPLOYEE: SA NORBERT F. DONAHUE
LOS ANGELES

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That the Bureau prepare a form tag to be used by agents to identify property at the time it is recovered in order to make it easy to identify such property on a subsequent date if necessary for production in court. The employee suggested that the tag be in the following form:

1. Description of property
2. Where recovered
3. Date and time recovered
4. Recovered by
5. File #
6. Tag #

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY SP-5 SCP

RECOMMENDATION: Unfavorable. At the present time field offices have a rubber stamp impression that is used for stamping envelopes containing documents, photographs and similar matters which are placed in a 1-A serial of a file. This rubber stamp impression makes provision for date received; from _____; by whom; to be returned (yes or no); description and file number. It is believed that this rubber stamp impression could be very well placed on a tag if the property is of such type as to lend itself to tagging. It is contemplated that a bulletin will be prepared suggesting to the field this possible use of the rubber stamp.

Employee advised by letter.

INDEXED & FILED
66-2557-3853
115 EF EB II
JUL 13 1945

Respectfully,
For the Conference

74 - XM

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

JUL 14 1945

WRG:JM

THE DIRECTOR

7/3/45

THE EXECUTIVE CONFERENCE

Suggestion No. 56
Employee: Ruth L. Baker
Stenographer
Los Angeles Field Division

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 CIPAS

MEMBERS PRESENT: Messrs. Ladd, McGuire, Morgan, Coffey, Rosen, Quinn Tamm and Glavin.

EMPLOYEE'S SUGGESTION: Miss Baker suggests that the Bureau exchange Stenographers between the divisional offices, not for permanent assignment but for special jobs, as they do now, but on a larger scale; that if such special assignments could be increased, she believes it would tend to make the girls who have been in the service three or four years more contented knowing they would have the chance to work away from their home offices for short periods of time.

RECOMMENDATION: The Conference carefully considered this suggestion and is opposed to its adoption. It is pointed out to the Director that at the present time, as Stenographers are needed for special assignments, calls are made to the Field and such special assignments are made. However, it is felt that economical and proper management of the Field stenographic staff would prohibit special assignments on per diem which increase considerably the costs for such personnel. The Conference further wishes to point out to the Director that transfers are made in the Field of Stenographic, Typist and Clerical employees to other offices as the needs of the service permit.

Subject to the Director's approval, there is attached hereto a letter to this employee.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED INDEXED
66-2654-3854
IF IB II
29 JUL 13 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC-Mr. Clegg
CC-Mr. Hendon

57 JUL 14 1945

REL:JM

REL:JM

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 11, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/72 BY SP-5 ci bmr

The Executive Conference of July 10, 1945, consisted of Messrs. Quinn Tamm, Rosen, Ladd, Clegg, Hendon, J. J. McGuire, H. B. Long, R. E. Lee and Glavin.

Mr. Glavin presented to the Conference a suggestion of Mr. Lee's to the effect that in view of the acute curtailment in travel as a result of the redeployment program of the Army that we consider suspending all transfers for the time being and discontinuing In-Service Schools for the period of the emergency.

Transfer of Agents

It was pointed out to the Conference that Agents are having an extremely difficult time making reservations and getting to and from Washington, and it is felt there is a possibility of severe criticism on the part of the Bureau if this program is not abated.

CONFERENCE ACTION: The Conference recommended that the In-Service Schools be reduced by 50% at the present time, and that all transfers be held to a minimum consistent with the proper handling of the Bureau's work.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

I am opposed to curtailing in-service as we now have in two (2) classes of (40) forty men in each every 4/3 month

RECORDED & INDEXED
66-2554-3855
EX-72
JUL 13 1945

CC-Mr. Clegg
CC-Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 JUL 16 1945

SJT:js

Sugg. No. 114 July 9, 1945
Employee: Special Agent Douglas O. Smith
Little Rock

THE DIRECTOR

Executive conference

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/11/72 BY SP-5 ciptr

Members present: Messrs. Ladd, Glavin, Rosen, McGuire, Morgan, Long and Tracy.

Employee suggests: This employee suggests that the Bureau return to the practice of furnishing criminal records to Prosecuting Attorneys, especially where the most recent arrest pertains to a felony.

RECOMMENDATION: The Conference was unanimously of the opinion that the present procedure of furnishing criminal records to the law enforcement agencies only is satisfactory and that the Bureau would not be justified for the additional expense and work of furnishing extra copies of criminal records to all Prosecuting Attorneys, many of whom have absolutely no need or desire for them.

In the event you approve this recommendation, there is attached hereto a letter to SA Smith thanking him for his suggestion.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-3856
IF IB II
30 JUL 14 1945

JUL 14 1945

EPM:ER

THE DIRECTOR

7/9/45

EXECUTIVES' CONFERENCE

SUGGESTION #58 DA.
EMPLOYEE: SAC BIRGE
OKLAHOMA CITY

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan

EMPLOYEE SUGGESTS: That agents at no time should wear sidearms while working without coats.

RECOMMENDATION: Favorable. The Conference felt that instructions should be issued to the field promulgating a rule with respect to the impropriety of Bureau agents' wearing sidearms while coatless. The Conference recognized that there might be certain unusual climatic or emergency conditions during which the wearing of a firearm without a coat might be justified, where to do so would not expose the weapon to the public or permit it to be seized by a subject. A bulletin is being prepared for the field with respect to this matter.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-SC

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-3857
F B I
30 JUL 14 1945
92-XM

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 14 1945

EPK:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

7-9-45

SUGGESTION #74
EMPLOYEE: SA JOHN RAYMOND YLITALO
NEW YORK FIELD DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/82 BY SP-5 [illegible]

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That the Bureau consider the use of a spotting telescope or powerful field glasses by the observers on the practical pistol course in order that they can better direct the shooting of the individual they are observing.

RECOMMENDATION: Unfavorable. During the course of the firearms training at Quantico spot telescopes and field glasses have been utilized to advantage by firearms instructors in providing training to those agents having difficulty on the practical pistol course. The Conference felt in the ordinary case, however, that the observers in the field not being firearms instructors could not give adequate instructions to the shooter and, in fact, would be able to do no more than call the point of impact on the target which might result in the shooter's incorrectly changing his point of aim to allow for a bad grip or similar matters. Further, the observer's constantly talking to the shooter may possibly disturb him or cause him to be less alert to the safety rules.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

71

RECORDED
INDEXED

166-2354-3858
IF IB II

30 JUL 14 1945

EPH:LR

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

7-9-45

SUGGESTION #80

EMPLOYEE: SA JOSEPH DAVIS PURVIS
SAVANNAH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY Sp-5 Ci/pm

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That more detailed instructions be set forth concerning the handling of bulky exhibits and the preparation of green sheets relating thereto submitting in this regard a rather detailed series of instructions concerning this matter.

RECOMMENDATION: Favorable. While the suggestion in the form submitted by the employee is somewhat involved it does have merit in that it suggests more explicit instructions for the manual concerning the handling of bulky exhibits and green sheets. The Conference noted that a new Administrative Manual is in the process of being prepared and that the suggestion made by Agent Purvis would be appropriately borne in mind in preparing the section relating to bulky exhibits.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-3859
IF IB II
189 30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 14 1945

EPU:ER

THE DIRECTOR 7-9-45

THE EXECUTIVES' CONFERENCE

SUGGESTION 793
EMPLOYEE: SA JAMES F. BELL, JR.
LOUISVILLE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/93 BY SP-5 Sci/bas

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That inasmuch as many reports of escaped Federal prisoners originate in the field necessitating the forwarding to the Bureau of a fugitive form letter, the form FD-65 (Fugitive Form Letter) be amended to include in the first paragraph thereof ".....(3) the individual described herein escaped from the _____ Penitentiary, located at _____."

RECOMMENDATION: Unfavorable. The Conference noted that in the near future it will be necessary to revise rather comprehensively our regulations concerning fugitives in view of the new Rules of Federal Criminal Procedure and that it would be unwise at this time to change the fugitive form letter until an ultimate decision is made concerning fugitive status generally.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

OK

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2354-3864
IF 18 II

30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 14 1945

EPM:ER

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

7-9-45

SUGGESTION #65
EMPLOYEE: MRS. VIVIAN S. [illegible]
MEMPHIS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY sp-5 ai/bmp

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan

EMPLOYEE SUGGESTS: That the general index cards on sources of information reflect the following information if there is no file number for the particular source of information: the address, including the town and state, and occupation of the source of information. The employee stated that this would be valuable inasmuch as it would otherwise be necessary to check all of the source of information cards if the general indicies show only the name of the source of information.

RECOMMENDATION: Unfavorable. This suggestion has previously been made and disapproved inasmuch as it is not believed of sufficient importance to require that this additional information be placed on the general index cards. The source of information file is of utility to agents in the course of investigations and the index card on the source of information in the central indices is not primarily designed as a reference to the source of information file as would be true of ordinary case files.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-3861
IF IB II

30 JUL 14 1945

JUL 14 1945

EPM:ER

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

7-9-45

SUGGESTION #100
EMPLOYEE: SA CHARLES KOZ
CHARLOTTE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/14/52 BY SP-5 Ci/Kozz

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: (1) That the classification of Bureau cases be set forth in the FBI Handbook in chronological order.
(2) That the FBI Handbook set forth the territorial allocation list reflecting counties covered by the various field offices.

RECOMMENDATION: (1) Favorable. Numerous suggestions have been made in the past that the FBI Handbook set forth in chronological order the various classifications of Bureau cases. They have been uniformly turned down because of the desire to keep the size of the Handbook as small as possible. It would appear, however, that in view of the widespread apparent demand for this section in the Handbook the same should be provided to agents and with your approval a list of the classification of the Bureau cases will be prepared for inclusion in the Handbook.
(2) Unfavorable. The Conference felt that the territorial allocation list is unnecessary in the FBI Handbook inasmuch as it is otherwise available to agents and the further fact that it would add several pages to the Handbook when a conscious effort is being made to keep it as brief as possible.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 14 1945

RECORDED & INDEXED 66-2554-3862
IF IB II
30 JUL 14 1945

DPH:ER

THE DIRECTOR 7-9-45

THE EXECUTIVES' CONFERENCE

SUGGESTION #9
EMPLOYEE: SPECIAL AGENT GEORGE H. ASDELL
SEATTLE FIELD DIVISION

MEMBERS PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That in the postwar firearms training given to agents consideration be given to the utilization of clay pigeons and bird shot in the shotgun course. He felt this would make for greater accuracy in marksmanship than the shooting of buckshot at stationary targets.

RECOMMENDATION: Unfavorable. The Conference observed that a provision was originally made for this type of instruction and was discontinued as not sufficiently practical for our purposes. The Conference further noted that at the present time equipment is being installed at Quantico to provide for a type of "judgment shooting" which will incorporate any of the benefits to be derived from shooting moving targets.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY SP-5 Ci bmr

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2557-3863
F B I
30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 4 1945

EPH:EM

THE DIRECTOR

7-9-45

THE EXECUTIVES' CONFERENCE

SUGGESTION #83
EMPLOYEE: SA JAMES B. HUNT
ST. LOUIS

MEN WHO PRESENT: Messrs. Glavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: When it is necessary to obtain information from a Bureau of Vital Statistics outside the field office territory, a direct communication be sent to the appropriate Bureau of Vital Statistics instead of setting out an undeveloped lead for another field division.

RECOMMENDATION: Unfavorable. The Conference observed that it was unwise to extend those instances in which checks are made outside a field office territory by letter; that a personal interview in the case of vital statistics records was far more designed to elicit all pertinent information than would be true of a letter.

Employee advised by letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 5/14/92 BY SP-5 Sci/bw

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED 66-2551-3864
INDEXED 18
IF IB II
30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SJT:ja

July 9, 1945

Sugg. No. 91
Employee: Special Agent Mervin G. O'Melia
Milwaukee

THE DIRECTOR

Executive conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-SC/bmc

Members present: Messrs. Tolson, Ladd, Clegg, McGuire, Rosen, Coffey, Hendon and Tracy.

Employee suggests: This employee suggests that in connection with the annual bulletin setting out a complete list of State Automobile Bureaus there be added to this list information showing which states require fingerprinting in any form in connection with applications for driver's or chauffeur's licenses.

RECOMMENDATION: The Conference unanimously recommends the suggestion be adopted.

In the event you approve, a letter has been prepared thanking Special Agent O'Melia.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg
Mr. Carlson

RECORDED & INDEXED

66-2334-3865
F B I

30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 14 1945

EPH:ER

THE DIRECTOR

7-9-45

EXECUTIVES' CONFERENCE

SUGGESTION #135
EMPLOYEE: SPECIAL AGENT WILBERT SMITH
KNOXVILLE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5 Sa bmw

MEMBERS PRESENT: Messrs. Clavin, Tracy, Hendon, Rosen, Ladd, Long, McGuire and Morgan.

EMPLOYEE SUGGESTS: That consideration be given to providing agents more "position shooting" during the practical pistol course.

RECOMMENDATION: Unfavorable. The SAC of Firearms at Quantico has observed that if in the opinion of SACs or qualified firearms instructors an agent needs this type of training, they have been instructed to afford it; that in the ordinary instance time does not permit nor do the agents need this type of training. It was noted that the average record score on the practical pistol course is higher at the present time than it ever has been and that ammunition is being furnished the field in sufficient quantities to permit a practice and record run on the course 5 times per year.

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

OK.

cc: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 166-2554-3866 IF IB II
30 JUL 14 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 16 1945

HHC:RS

THE DIRECTOR

JULY 13, 1945

EXECUTIVES' CONFERENCE

The Executives' Conference on July 11, 1945 those present being Messrs. Tolson, Glavin, Lee, Rosen, Tracy, McGuire, Long, Ladd, Hendon, and Clegg considered the suggestion made by Mr. Coffey that for those SIS In-Service Agents who desire specialized training in locks, secret inks, chamfering, and sound it would be conserving laboratory personnel to set up the following program as to the length of time the SIS In-Service students might take the additional specialized training. The time will vary with some Agents as to need and also because of previous experience but to provide uniformity the following is suggested:

Locks — 2 days or 6 days (depending on previous experience and need)

Secret Inks — 4 hours or 6 hours

Chamfering — 1 day or 2½ days

Sound — 10 days

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 C/Pm

For example, those Agents who have previously been trained in secret ink would take on four hours review in advanced courses while those who have had no previous experience would take on six hours which accounts for the variations being recommended.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
INDEXED
166-2554-3867
F B I
30 JUL 14 1945

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 16 1945

EX-72

HBL:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 12, 1945

The Conference, consisting of Messrs. Glavin, Hendon, E.Tamm, Rosen, Ladd, Clegg, McGuire, Long, and Lee considered the recommendation that the Laboratory be authorized to conduct research with a view to redesigning the 60-watt portable type radio unit into an ordinary standard trunk of the locker size type and also into the luggage handbags of standard design. It was pointed out to the Conference that our present 60-watt unit, although portable, is readily recognized as a heavy piece of technical equipment and under the two proposals mentioned above it would be disguised and in each instance appear as an ordinary piece of luggage or as a trunk. It was estimated that these two projects would require a total of 100 man-days' work each and the expenditure of approximately $70 for the luggage and trunk.

The Conference was unanimously of the opinion that the Laboratory should be authorized to proceed with these two research problems, and if you approve, this will be done.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK.

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-SCI/STP

RECORDED
&
INDEXED
66-2554-3868
IF IB II
71 JUL 16 1945

INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71
JUL 16 1945

OK.

EPM:HD

THE DIRECTOR

6/19/45

EXECUTIVES' CONFERENCE

New Agents Class

The Executives' Conference on June 19, 1945, those present being Messrs. Tolson, Glavin, Ladd, Rosen, Q. Tamm, Coffey, McGuire and Morgan, considered the period of time to be covered by the New Agents Class which is tentatively scheduled to begin Monday, July 9, 1945. The Conference unanimously recommended that the course of instruction be for a period of 16 weeks, the classes to be from 9:00 AM to 6:00 PM on week days and from 1:00 PM to 6:00 PM on alternate Sundays.

With your approval, a curriculum will be prepared for approval.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/15/82 BY SP-5 Ci/DMP

CC - Mr. Hendon
Mr. Clegg

RECORDED

EX-144

66-2537-3869
FEDERAL BUREAU OF INVESTIGATION
JUL 16 1945
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUN 19 1945

VRG:mj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 16, 1945.

Suggestion No. 133
Employee: Jessie R. Skilling, N. N.

MEMBERS PRESENT: Quinn Tamm, Coffey, Morgan, McGuire, Rosen, and Glavin.

EMPLOYEE'S SUGGESTION: Mrs. Skilling suggested that the Bureau institute a safety Campaign for the benefit of Bureau employees. It was pointed out by Mrs. Skilling that it had come to the attention of the Health Service that Representative Randolph had stated there are too many accidents in Government Agencies and that he is in favor of each Agency being responsible for its own accidents rather than the Compensation Board.

The Conference wishes to point out to the Director that the Bureau conducts a continual safety campaign. There are very few, if any, so called industrial accidents in the Bureau, and insofar as Special Agents are concerned a very definite safety campaign is conducted.

The Conference recommends that the Bureau so advise Mrs. Skilling in this regard. Subject to the Director's approval the attached communication will go forward to Mrs. Skilling.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-5 cib

RECORDED & INDEXED

199

66-2654-3870
IF 133 I
31 JUL 16 1945

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX - 72

71

50 JUL 17 1945

HHO:RS

THE DIRECTOR

JULY 13, 1945

EXECUTIVES' CONFERENCE

SUGGESTION LETTER #125
SPECIAL AGENT LLOYD S. GOODROW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/15/92 BY sp-5ci/pmc

The Executives' Conference on July 11, 1945 those present being Messrs. Tolson, Glavin, Lee, Rosen, Tracy, McGuire, Long, Ladd, Hendon, and Clegg considered the suggestion made by Special Agent Goodrow that in filing index cards on unknown subject cases where the identifying description involved a serial number, the cards be filed by the last three digits rather than by the whole number, pointing out that this was the procedure usually followed by motor theft bureaus and police departments.

Recommendation: UNFAVORABLE

A number of offices started the proposed system and it did not work successfully due to; first, a lack of uniformity; second, too many clerical errors arising in this departure from Bureau filing procedure by number rather than by last three digits. It was recommended that for the sake of uniformity and because of unprofitable experience in the past that the system of filing numbers continue as at present with the whole number being considered instead of any integral part of it which would be in conformity with this practice in the Bureau.

A letter has been written to Agent Goodrow.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-3871
IF IR II

RECORDED & INDEXED
EX-51

31 JUL 16 1945

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 JUL 17 1945

DML:mle

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 16, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY Sp-Sci

The Executive Conference on July 10, 1945, consisted of Messrs. Quinn Tamm, Rosen, Ladd, Clegg, J. J. McGuire, H. B. Long, R. E. Lee, Hendon, and Glavin.

The Conference considered a suggestion by the SIS Division that the Bureau purchase foreign language instruction courses consisting of phonograph records supplemented by textbooks and other explanatory data from the Linguaphone Institute at a total cost of $355.00.

It was pointed out to the Conference that for the above sum the Bureau can purchase the instruction courses consisting of phonograph records and supplementary textbook material, etc., covering all foreign languages where the Bureau presently has representation. The Bureau could then use these courses in having Special Agents who are attending the various SIS training schools brush up on their foreign languages after working hours, on Sundays, etc. It will be recalled that the Bureau presently approves an expenditure for an outside brush-up course for each Agent attending SIS schools in some foreign language where the Bureau contemplates sending the Agent out at a total cost per Agent not to exceed $100.00. Bureau Agents have discovered that these Linguaphone Institute instruction courses with the necessary phonograph records are quite valuable and it has been demonstrated that an Agent having a reasonable amount of basic knowledge with regard to a given foreign language can brush up and refresh himself in the language by the use of such a course very effectively.

The Conference was unanimously of the opinion that these instruction courses should be purchased from the Linguaphone Institute and maintained in the SIS Division for use by Special Agents attending the SIS training schools in order to refresh their knowledge with regard to the particular foreign language each Agent might be interested in. The Conference feels that this will constitute a considerable savings for the Bureau inasmuch as it would not be necessary for the Bureau to continue paying for a large number of outside brush-up courses at various language schools at a cost of $100.00 per Agent.

RECORDED & INDEXED

66-2654-3872
IF IR II

203

CONFERENCE ACTION:

The Conference unanimously recommends that the above-described purchase from SIS funds be authorized.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

mle OK.
7/20/45

JUL 19 1945

AR:HP

July 12, 1945

Sugg. No. 70
Employee: Agent Franklin K. Wright
El Paso

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Hendon, Clegg, Glavin, Quinn Tamm for Tracy, McGuire for Nichols, Long for Coffey, Lee, Ladd and Rosen

Employee suggests: That the Chief Clerk's Office in each Field Office be required to search the names of all persons contained in the undeveloped leads set out for the receiving office.

RECOMMENDATION: Unfavorable. In the greatest number of cases a name search of an individual mentioned in an undeveloped lead would not be necessary. Any road or resident Agent, foreseeing the situation, can readily make arrangements in his own Field Office for having the Chief Clerk search the names appearing in undeveloped leads in serials which are forwarded to him. It is not believed desirable to have the Chief Clerk search the names of all persons contained in undeveloped leads as a matter of policy.

Employee advised by letter.

66-2604-5873
IN LB II

Respectfully,
FOR THE DIRECTOR

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/82 BY SP-5 CI

SJT:js

Sugg. No. 116 July 9, 1945
Employee: Special Agent Samuel E. Virden, II
St. Louis

THE DIRECTOR

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/78 BY SP-5 cibb

Members present: Messrs. Ladd, Glavin, Rosen, McGuire, Morgan, Long and Tracy.

Employee suggests: This employee suggests that a special fingerprint kit as described by him be made available in each resident agency as well as in the field offices for Agents on road trips and applicant drives.

RECOMMENDATION: The Conference was unanimously of the opinion that this suggestion should not be adopted for the reason that the occasion for its use would be limited. It would be another item for an Agent to carry with him on road trips and there would be a tendency on the part of Agents using such kits to probably waste time by taking additional fingerprints. In addition, the item of expense would be considerable which the Bureau would not be justified in making at this time. Further, "applicant drives" probably will not occur in the future, at least not to the extent they have in the past.

If you approve, there is attached a letter thanking SA Virden for his suggestion.

Respectfully,
For the Conference

RECORDED & INDEXED 66-2654-3874
JF JB II
C. A. Tolson
JUL 17 1945

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

JUL 19 1945

BHC:HS:RW

THE DIRECTOR

EXECUTIVES' CONFERENCE

July 12, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-5 Sci

D.A.

The Executives' Conference on July 11, 1945, those present being Messrs. Tolson, Glavin, Lee, Rosen, Tracy, McGuire, Long, Ladd, Hendon, and Clegg, considered the suggestion of SAC Bryce of Oklahoma City that constables not be included in the field office mailing lists and no effort be made to solicit their attendance at FBI Law Enforcement Conferences. He advised that to his knowledge there are no upright, outstanding constables in the state of Oklahoma and that they are generally held in contempt. The conference felt that this matter should be left to the discretion of the SAC that the conditions found by Bryce in Oklahoma were not the same in all other states and if the SAC thought they should be omitted and if it could be done tactfully this procedure could be followed. If later it is found that it was unwise to omit them he might subsequently invite them again. Whenever their presence interferes with a successful conference or reduces cooperation with regular police the SAC may omit them. It was not believed the Bureau should exclude constables as a general policy, many of whom are cooperative and many of whom perform law enforcement duties.

If this is approved, Mr. Bryce will be informed accordingly and there is attached an SAC letter to this effect.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachments.

CC: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
199

64-25574-3895
IR IRS II
JUL 17 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EHC:ml

THE DIRECTOR

7/12/-

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-5 SCI/DMC

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, McGuire, Long and Clegg, [illegible] this exposition by several Special Agents in Charge.

1. That a male stenographer be assigned to work at Quantico with the In-Service class for the purpose of receiving dictation for transcribing the reports which are prepared in the major case assignment given to In-Service classes. The full days are spent on these major cases and at present the agents are required to either type or prepare in longhand the reports for inclusion in the report as a regular part of the present training practice. Mr. Clegg advised the Conference that this would be a very [illegible] thing to the class if the personnel were available.

The Conference approved the recommendation of Mr. Glavin that since male stenographers were not available, [illegible] be established for use at Quantico by the In-Service classes and the [illegible] would be sent to Quantico during the major case [illegible] to transcribe from the dictating machine recordings [illegible] examined to see if one agent would dictate or another [illegible] It is believed that this would permit more time [illegible] the agents and at the same time would [illegible] practice in dictating and in the use of the dictating machine.

This suggestion was approved unanimously.

[illegible] one Special Agent in Charge [illegible] mechanics of making an arrest [illegible] that this experience should be given to all agents in the field [illegible] possible and he recommended that this type of training be given at the next regularly technical conference in the field. Mr. [illegible] conference felt that it would be valuable to give this type of training in the field as a part of the next regular quarterly conference of Agents rather than as a substitute for the technical conference and if this is approved, there is attached hereto a letter to all Special Agents in Charge accordingly.

RECORDED & INDEXED 66-3551-3876
JUL 17 1945

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

CC: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/15/92 BY SP-5C1 bmf

66-2554-3877

NOT USED

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C

REL:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 14, 1945.

MEMBERS PRESENT: Messrs. Glavin, Quinn Tamm, Rosen, Ladd, Clegg, J. J. McGuire for Nichols, H. B. Long for Coffey, and Lee.

PROBLEM TO BE CONSIDERED: Mr. Glavin presented to the Conference a list of 32 Hudson automobiles where the cost of operation per mile seemed to be very excessive. It was pointed out that the cost to operate per mile on this particular group of automobiles ran anywhere from 3¢ to 23¢ per mile, and Mr. Glavin felt such an excessive operating cost would subject the Bureau to criticism and pointed out that these figures were available to the Byrd Committee as a result of an annual report that we were required to make.

It was pointed out despite the fact that there is a great shortage of Bureau automobiles, the cost as indicated by the attached list is extremely excessive as the average cost to operate these automobiles at the present time is 5¢ per mile and accordingly it was recommended by Mr. Glavin that an effort be made to dispose of these cars through the Procurement Division, pointing out that it would be difficult for us to trade these in, in view of the fact that the mileage figures on some of these cars are not high enough to justify trade-in. It was likewise indicated that these excessive operating figures are the result of an inferior make automobile.

CONFERENCE ACTION: The Conference unanimously recommended that these cars be disposed of.

RECORDED 66-2554-3878

Respectfully submitted,
FOR THE CONFERENCE:

Clyde Tolson

E. A. Tamm

O.K. & are we putting in a bid for some of the new 1945 cars which are now going into production?

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/82 BY SP-5 CIP DMP

VRGrj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 14, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-5 ciptp

MEMBERS PRESENT: Messrs. Glavin, Quinn Tamm, Rosen, Ladd, Clegg, J. J. McGuire for Nichols, H. B. Long for Coffey, and Lee.

PROBLEM TO BE CONSIDERED: Mr. Glavin advised the Conference that he had received a request from the Identification Division to the effect that 8,000 cloth towels be obtained and made available to the employees there. It was pointed out to the Conference that the Public Buildings Administration had advised that they are unable to obtain any paper towels and it is working quite a hardship on the personnel at the Armory. Mr. Glavin pointed out that these cloth towels would cost approximately sixteen cents each, and he wanted it pointed out that careful control must be exercised in the Identification Division in the distribution of these towels to insure that there is no unusual loss.

It was pointed out by the Conference that the best way to control this would be to give a clean towel only to those returning a dirty one.

CONFERENCE ACTION: The Conference unanimously recommended that cloth towels be obtained until such time as paper towels are available.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK. H.

RECORDED & INDEXED 42

166-2554-3879
1ST 1HB II

31 JUL 17 1945

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

HHC:wl

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 14, 1945

SUGGESTION NUMBER 106
AGENT HARVEY E. RATH
NEW YORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY Sp-Sci/Ap

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered this employee's suggestion that each field office institute a training program similar to the one recently given supervisors in Washington and the one given those who desired such training in the New York office on the subject "Personal Appearances and Public Speaking." The instruction, he felt, should consist of voice training and such material which would be of interest to the public generally.

RECOMMENDATION: Unfavorable as to a general requirement. It was felt that to require such a course to be instituted in each office or to require Agents to personally attend would be undesirable because some Agents cannot be developed satisfactorily as public speakers and many do not desire such assignments. It is felt that this should be properly handled on a local field office basis so that when there was indicated interest on the part of a sufficient number of Agents for this training, the Special Agent in Charge might, after hours on a voluntary basis, provide such training for those who desire to volunteer for it.

A bulletin to this effect to all Special Agents in Charge is attached for approval and also a letter of reply to the Agent making the suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

66-4554-3880
IF IR E

RECORDED & INDEXED
JUL 18 1945

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AD:MP

THE DIRECTOR

July 14, 1945

The Executive Conference

SUGGESTED MANUAL AND HANDBOOK CHANGES

The Executive Conference, on July 10, 1945, attended by Messrs. Clegg, Glavin, Quinn Tamm for Tracy, Hendon, Ladd, Lee McGuire for Nichols, Long for Coffey and Rosen, approved the attached suggested changes with reference to Section 8C, Paragraph 1, of the Manual of Rules and Regulations; Section 29II, Paragraph 2, of the Manual of Instructions, and Parts I and III of the FBI Handbook, to incorporate the present Bureau policy as reflected in Bureau Bulletins, these changes being self-explanatory.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/15/82 BY SP-5 ca/pmf

RECORDED & INDEXED 66-2654-3881
IF VS II
30 JUL 18 1945

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Furnea
Hendon
Pennington
Quinn Tamm
Tease
Gandy

RBL:AP

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 12, 1945

Suggestion #112
Special Agent Robert L. Ball
Louisville, Kentucky

Members Present: Messrs. Glavin, Hendon, Q. Tamm, Rosen, Ladd, Clegg, McGuire, Long, Lee.

Employee suggests:

That consideration be given to devising a microphone in a parabolic sound reflector in a suitable disguise which would permit the covering of conversation at a point where it is not possible to install a microphone surveillance, such as in a park or other public place. The employee suggests a hat as a possible means of disguise and concealment for such a parabolic reflector.

RECOMMENDATION: The Conference was unanimously of the opinion that the suggestion contains merit and that the Laboratory should be authorized to conduct research looking toward the construction of such a unit. It was pointed out to the Conference that the Laboratory has already been conducting research in the field of directional microphones and this can be made an active part of that project.

Employee advised by letter.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/82 BY SP-5 Ci/Ms

Respectfully,
FOR THE CONFERENCE

RECORDED
Clyde Tolson
INDEXED
EX-72

66-25671-3882
JUL 18 1945

E. A. Tamm

OK.

cc-Mr. Hendon
Mr. Clegg

. Tolson
. E. A. Tamm
. Clegg
. Coffey
. Glavin
. Ladd
. Nichols
. Rosen
. Tracy
. Carson
. Egan
. Hendon
. Pennington
. Quinn Tamm
. Nease
ss Gandy

JUL 19 1945

HHG:RS

THE DIRECTOR

JULY 14, 1945

EXECUTIVES' CONFERENCE

SUGGESTION #134
JANE ESTHER CAMPBELL,
Principal Stenographer

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 Ci/DHF

The Executives' Conference on July 11, 1945 those present being Messrs. Tolson, Glavin, Lee, Rosen, Tracy, McGuire, Long, Ladd, Hendon and Clegg considered the suggestion that a form be adopted for all field offices for assigning stenographers for dictation or the manner in which Agent personnel may request the assignment of a stenographer. This form would consist of a register showing the name of the Agent; the amount of time required for dictation; the name of the stenographer; the time assigned; and remarks.

Recommendation: DISAPPROVAL

The need for a form in making the assignments of the stenographers does not appear to be necessary in small offices there already is being approved a form which makes a recapitulation of the amount of pending dictation on each stenographer's books from which assignments can usually be made by the appropriate supervisor. Likewise, there are numerous special requests for dictation throughout the day which would make the form unserviceable to a considerable extent as the assignments would have to be made orally and the stenographer proceed immediately to take dictation.

If approved, the attached letter to the employee making the suggestion, Principal Stenographer Jane Esther Campbell, will be sent.

Respectfully,
For the Conference

OK

RECORDED & INDEXED

67 Clyde Tolson 166-2551-3883

31 JUL 18 1945

E. A. Tamm

Attachment

Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

71

30 JUL 20 1945

AR:MP

July 14, 1945

Sugg. No. 103
Employee: Agent Charles A. Poe
Charlotte

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Clegg, Glavin, Quinn Tamm for Tracy, Hendon, Ladd, Lee, McGuire for Nichols, Long for Coffey, and Rosen

Employee suggests: That once a year every Agent be required to study the file on outstanding Identification Orders, with particular reference to those who have relatives or criminal records within the territory covered by that Agent's Field Division.

RECOMMENDATION: Unfavorable. It does not appear advisable to require Agents to review outstanding Identification Orders yearly. In the larger offices considerable confusion would result if all Agents attempted to review the IO file. Current instructions to the Field require that each IO, upon receipt, be posted on the Field Office Bulletin Board so that the Agent personnel may become familiar with the photograph and descriptive data relative to the subject.

Employee advised by letter.

RECORDED
INDEXED
JUL 19 1945

66-2554-3884

EX-72

Respectfully,
FOR THE COMMITTEE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc-Mr. Hendon
Mr. Clegg

60 JUL 26 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-SCA

AR:MP July 14, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 ci/pHF

Sugg. No. 70
Employee: Agent James T. O'Brien
Detroit

O. Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Clegg, Glavin, Quinn Tamm for Tracy, Hendon, Ladd, Lee, McGuire for Nichols, Long for Coffey and Rosen

Employee suggests: That each Field Office having an unsolved Bank Robbery should prepare a mimeographed letter setting forth the salient features of the particular Bank Robbery and forward a copy of this communication to each Field Office in the U. S. Each Field Office would maintain such a file of unsolved Bank Robberies, which would reflect the number and description of the robbers, the type of weapons used, the method of approach and the method of "getaway." He suggests that this would serve as an aid not only in solving unsolved Bank Robberies but in interviewing subjects in Bank Robberies where similar modus operandi was utilized.

RECOMMENDATION: Unfavorable. In brief, this Agent suggests a modus operandi file in every Field Office in the country. This does not appear to be practical or desirable at this time. There is no need for it and the information on each Bank Robbery is made available to those offices developing information in a specific case. Not one single instance occurred in which the modus operandi file was responsible for the identification of any bank robbers.

RECORDED & INDEXED

66-2554-3885
LF RB II
31 JUL 19 1945

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Attachment
cc-Mr. Hendon
Mr. Clegg

HHC:wl

THE DIRECTOR

THE EXECUTIVE CONFERENCE

SUGGESTION NUMBER 108
SAC CORNELIUS
SYRACUSE

July 16, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/82 sp-5 cipk

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion of SAC Cornelius that in each police school in which the Bureau participates, a topic, which might be entitled "Psychology of Working with Juveniles" be included as a part of such a course of training. He had in mind the beneficial instruction given to police on this subject in Syracuse recently.

RECOMMENDATION: Unfavorable. It is the Bureau's policy that training courses should be provided to meet the particular needs of the department where the training is being given. At times such a subject would be desirable. At times, all those who attend the class may have completed an extensive course on the subject and to automatically include it would not be logical. Furthermore, the number of qualified instructors on this subject is quite limited which would make the subject impractical.

A letter is attached along this line to Mr. Cornelius.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attached
cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-3554-3886
H H H

31 JUL 19 1945

67

EX-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 21 1945

REL:rj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 17, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 sp-5 ciptg

MEMBERS PRESENT: Messrs. Tracy, Lee, Rosen, Ladd, Clegg, McGuire, Tolson, and Long on July 16, 1945.

PROBLEM CONSIDERED: A suggestion concerning the reporting to all employees the amount of their sick and annual leave on a quarterly basis.

Mr. Lee advised the conference that at the present time the accrual of leave is given upon request from the employee's supervisor and no specific problem has been encountered. Mr. Lee further pointed out that it would be a considerable burden on the Administrative Division to prepare this data quarterly and that it was not felt it would serve any useful purpose as this information is presently available to all who desire it.

CONFERENCE ACTION: The Conference unanimously recommended that no further action be taken in this regard.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
Mr. Clegg

RECORDED
INDEXED
167

166-2554-3887
F B I
31 JUL 19 1945

BK-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 21 1945

HHC:wl

THE DIRECTOR

July 17, 1945

THE EXECUTIVE CONFERENCE

SUGGESTION NUMBER 82
SA WILLIAM J. BOSWELL
PHILADELPHIA

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/72 BY SP-5 [illegible]

X F. B. I. N. A.

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion that the Bureau initiate a short NPA course of approximately four weeks for those who might desire such a course and do not feel justified in taking the regular NPA course.

RECOMMENDATION: Unfavorable. It is believed that any such course would detract from the regular NPA course. Those who desire a shorter course would have an opportunity to attend regular local police schools held throughout the country. The need for such a special course is thus not indicated.

A letter along this line is being addressed to the Agent.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 32

166-2554-3888
LF 13 II
JUL 19 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 21 1945

HHC:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

July 18, 1945

In view of the fact that there are no cases in the SIS work that are ever pending inactive, it was recommended that that portion of the SIS Manual discussing pending inactive cases be deleted. This was unanimously approved and if approved by the Director the Manual will be changed accordingly.

Those present at the conference on July 16 were Messrs. Tolson, Tracy, Lee, Rosen, Ladd, McGuire, Long and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/80 BY SP-5C1/JAF

RECORDED & INDEXED 166-2554-3889
31 JUL 19 1945

EX-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 21 1945

HHD:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

July 18, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 cibto

Inspector Naughton felt that the use of the word "may" instead of "shall" in the SIS Manual is leading to a decision that the instructions are permissive rather than mandatory and he believes they should be mandatory in the following three instances where now the word "may" is used:

1. Section 6 E (Filing System), Section 6, with reference to serials placed in administrative files which need not bear file or serial number.

2. Section 6 F (Assignment Card Box) of Section 2 which provides that when all the investigation is completed and the case closed, the Agent to whom the case is assigned may destroy the duplicate assignment card. This should be made consistent with the rule in the domestic field that it should be destroyed ninety days after the case is concluded.

3. 9 B (Identification-and-Apprehension Orders) of Section 1 C provides that the apprehension order may then be destroyed and this should be made mandatory.

The Manual will be modified accordingly if approved.

Those present at the conference on July 16 were Messrs. Tolson, Tracy, Lee, Rosen, Ladd, McGuire, Long and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

OK,
H.

EX-51
RECORDED
INDEXED
155

E. A. Tamm

66-9554-3890
LF HB II

30 JUL 19 1945

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 21 1945

HHC:MS

THE DIRECTOR

JULY 14, 1945

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/15/82 BY SP-SCI/BMS

The Executives' Conference on July 11, 1945 those present being Messrs. Tolson, Glavin, Lee, Rosen, Tracy, McGuire, Long, Ladd, Hendon and Clegg considered the suggestion of SAC C. W. Stein who pointed out there is a present requirement that fire extinguishers in plants be regularly checked to see that they are in operating condition and appropriately tagged as to the date of the inspection and initials of the Agent who made the inspection; as, "3-22-45 H.L.T." The initials were those of the Special Agent on the plant. It was pointed out by Mr. Stein that if Agents were forced to abandon the plant hurriedly and the fire extinguisher were not removed promptly, the initials of the Special Agent would indicate a good lead as to the identity of the former occupants.

The Executives' Conference unanimously agreed with Mr. Stein and felt the initials of the Agent should be omitted in the future. If this is approved, a Bureau Bulletin will be issued correcting the instructions which went out in a previous letter to this effect, and a letter to Mr. Stein is being attached.

Respectfully,
For the Conference

OK.
H.

Clyde Tolson

E. A. Tamm

Attachments

CC: Mr. Hendon
Mr. Clegg

166-2554-3891
IN 30 JUL 20 1945

INDEXED
39

EX-

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 21 1945

COPY:das

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IEG/km

April 5, 1945

TO THE DIRECTOR

FROM THE EXECUTIVE CONFERENCE

Inspector Gurnea pointed out to the Conference that due to the nature of the work in our liaison offices in foreign countries, some of those offices are not maintaining their administrative records in accordance with the approved administrative procedures for the regular SIS offices where complete investigations are conducted. The Inspector recommended that all of our foreign offices adopt uniform administrative procedures and that all liaison offices be furnished with SIS manuals and instructed to establish the administrative procedure as outlined therein.

The Executive Conference, composed of Messrs. Glavin, Tracy, Hendon, Gurnea, Coffey, Clegg, Lumford and LeGuire, were unanimous in their approval of this recommendation.

Respectfully submitted for the Conference,

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/13/92 BY SP-SCIPTS

ORIGINAL FILE IN 66-2654-3892

RECORDED

66-2654-3892
FEDERAL BUREAU OF INVESTIGATION
JUL 19 1945
U. S. DEPARTMENT OF JUSTICE

RNC:wl

THE DIRECTOR

JULY 18, 1945

THE EXECUTIVES' CONFERENCE

SUGGESTION NUMBER 92
FR ROLAND E. FORH
LOS ANGELES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-5 [illegible]

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion that more practical instruction should be given in Judo and defensive tactics during the In-Service training.

RECOMMENDATION: At present, there is a one-hour lecture and demonstration given for each In-Service class. The Conference recommended that those who voluntarily cared to do so may assemble after regular classes adjourn at Quantico in the evening for the purpose of receiving instruction in disarming and defensive tactics from qualified instructors who are available at Quantico. One of them is always on late duty each evening and would be in a position to give such training for brief periods of time to those who wish it. It is recommended that such a program be inaugurated at Quantico as a recreational program for those who desire it.

The employee is being informed accordingly and there is attached hereto a memorandum to be sent to Mr. Clegg if this is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

RECORDED
INDEXED

66-3554-3893
LR IRB II
31 JUL 20 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

JUL 21 1945

AN:MP

July 17, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 ...

Sugg. No. 121
Employee: Agent Winfred E. Hopton
Memphis

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, Morgan for Clegg, Long for Coffey, McGuire for Nichols, Lee for Glavin, Tracy, Ladd and Rosen.

Employee suggests: That a separate section of the Field Office indices be set aside to contain references to important cases such as hijacking, bank robbery, kidnaping, et cetera, so that an Agent can readily go to that section of the indices and secure appropriate references to important and interesting cases in any particular classification.

RECOMMENDATION: Unfavorable. It is not believed that such an indices is warranted. Some clerical work would be required to set up the indices and it is felt it would be used very little. It was noted that interesting case write-ups are prepared on the more important cases handled by the Bureau and copies of these are available in the appropriate files in each Field Office and are accessible to any Agent who desires to read them. Furthermore, references on pending cases may easily be located through the general indices.

Employee has been advised by letter.

RECORDED & INDEXED 166-2554-3894 1P 18 11 30 JUL 2015

Respectfully,
FOR THE CONFERENCE

EX-72

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc-Mr. Hendon
Mr. Clegg

HHC:wl

THE DIRECTOR

July 18, 1945

THE EXECUTIVES' CONFERENCE

SUGGESTION NUMBER 81
SA HARRY BERNARD BEHRMANN
CHICAGO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 Sci/bmr

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion that it would be a good idea if a more cordial and friendly relationship between the Marines and FBI Agents at Quantico were developed. Mr. Behrmann pointed out in his suggestion that a number of Marines observe the In-Service Agents playing ball and that they seem to enjoy witnessing the games.

RECOMMENDATION: Unfavorable. Since the Bureau is in the status of a guest at Quantico it has never objected to Marines, from a point of safety, witnessing firearms training and the actual recreational activities such as ball games, when they desire to assemble on their own reservation to witness such activities. There have not been very many at a time who assume the role of spectator in this manner and there have been no difficulties. It is believed that the cordiality which does exist between the executive staff of the Marines at Quantico and those in charge of the Bureau activities at Quantico is of a desirable type and it is not believed that it would be advisable to extend this cordiality beyond that which presently exists and which appears to be satisfactory. There appears to be no specific suggestions along this line which the employee has in mind.

A letter to the Agent submitting the suggestion is attached hereto.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson

166-2551-3895
1FS 1FB E

31 JUL 20 1945

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Lease
Gandy

JUL 21 1945

HHC:wl;gb

JULY 18, 1945

THE DIRECTOR

THE EXECUTIVE CONFERENCE

Handling of mail

The Executive Conference consisting of Messrs. Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the practice now utilized in New York whereby the mail is opened and important material and reports are sent immediately to the Special Agent in Charge, the Assistant Special Agent in Charge and the supervisors prior to being serialized. This permits the incoming mail to get to these officials' desks within approximately a three-hour period. If it was held up until it was serialized and the material then charged to these officials, it would delay this mail for an additional twenty-four hours. The practice in New York is that if a serial or incoming recorded communication is to be attached to the file and returned or in the event a serial is to be routed to another Agent, it then goes to the file room for serialization and is charged out in the usual manner.

It was believed that this practice was entirely satisfactory and that it should be permitted to continue as it is. The Conference unanimously recommended it to this effect.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 C/b/HF

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

66-2554-3896
EX 83 E
RECORDED & INDEXED
30 JUL 21 1945
EX-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

30 JUL 21 1945

HHC:wl

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 18, 1945

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Ladd, Hendon, McGuire, Long and Clegg reconsidered the suggestion of Supervisor Edmund Mason that stenographers be given training in administrative matters such as assembling mail, preparation of abstracts, use of tickler copies, spaces, headings, salutations, closings, envelopes, punctuation and similar matters following the completion of the regular stenographic training course in the Bureau.

This matter was formerly considered and a negative recommendation was made primarily on the basis of the fact that the subjects would be too remote before the stenographer was assigned to a stenographic position, thus making the training of a limited value. Since that time it has been ascertained that stenographers are being appointed within a reasonable time after their completion of the course and with this fact in mind and because of the apparent need for this type of training, the Conference unanimously recommends that whenever as many as six stenographers complete the stenographic course they should be given such a course of training as the one suggested for a period of two days. This course would be given immediately after six stenographers have finished the stenographic school and are considered eligible for stenographic appointment.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 ci/DMF

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 66-2554-3897 DF 93 II 32 JUL 21 1945

EX-72

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

JUL 21 1945

HHC:wl

THE DIRECTOR

July 18, 1945

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 Sabc

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, McGuire, Long and Clegg considered the suggestion of Special Agent C. F. Downing that the training in SIS In-Service School in cryptanalysis matters be increased from six hours to two days. This matter has been discussed with Mr. Carson of the SIS Division who advised that he has had no indication from any of the SIS men who have taken the course that they need additional time on this subject except where there is a special code for an office and in such instances the individual training on this special code will be given only on an individual basis since it would be of no benefit to others who do not use this special code.

The Conference unanimously agreed that the six-hour basis course should continue as it is with such additional time as it necessary devoted to instructing an individual agent in the handling of a special code in those specific instances where a special code is utilized. It is felt that this would meet the demands and needs of the class and cover the matter satisfactorily.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

RECORDED 66-2554-3898
INDEXED
EX-4 JUL 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 23 1945

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 20, 1945

FM TRANSMITTER FOR SAN DIEGO CAR AT EL CENTRO RESIDENT AGENCY

The Conference consisting of Messrs. Tolson, Hendon, Tracy, Lee, Coffey, Rosen, Clegg, Ladd, and McGuire, considered the request of the San Diego Field Division to install a 2-way radio in the resident agency car at El Centro, California, which could be in communication with the Imperial County Sheriff's Office. This will necessitate the purchase of a suitable transmitter at an approximate cost of $350. San Diego advises that full cooperation has been assured by the Imperial County Sheriff's Office.

The Conference unanimously recommended that this installation be made. In the event of your approval, specifications are being forwarded to the Chief Clerk's Office and a letter to the San Diego Field Division advising them of approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK,
H.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 CIB/DIF

cc-Mr. Clegg
Mr. Hendon

cc-Mr. Glavin

RECORDED & INDEXED 32

66-2654-3899
EF IFS II
31 JUL 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 23 1945

JJM:HBM

THE DIRECTOR

June 30, 1945

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 Sci/STP

Hours of duty

On June 29, 1945, the Executives Conference, consisting of Messrs. Tolson, Glavin, Coffey, Ladd, Morgan, McGuire and Rosen, considered the recommendation of the Records Section that the number of employees presently assigned to night duty during the week and on Sunday be reduced.

Mr. McGuire advised the Conference that a reduction from 38 employees to 13 would be made on the night shift in the Records Section on weekdays. Actual work surveys made during the past few weeks have reflected that under normal conditions the number of calls received from officials and supervisors during the evening hours have sharply decreased, and it is felt that a total of 13 would be adequate.

On the midnight shift during weekdays the Records Section will continue to have two employees on duty. On Sundays and holidays the total personnel of the Records Section would be reduced from 31 to 6 employees, three of whom would work during the day and three at night.

There is a sufficient volume of business on Sundays and holidays to keep three employees busy all the time during the day and three during the evening. In addition, they are obliged to make security checks throughout the entire Records Section. Under this proposal the guard desks on the sixth and seventh floors will be eliminated, and all doors into the Records Section and Laboratory will be locked. It will be necessary, therefore, for Lab employees to make arrangements through the Chief Clerk's Office to obtain keys in the event they desire to gain admittance to the Laboratory on Sundays and holidays.

The Conference was unanimously in accord with the recommendation, and it is pointed out that the night assignments contemplated now for the Records Section will be made on a permanent basis to obviate payroll difficulties.

A bulletin is attached to all officials and supervisors at the Seat of Government informing them that in the future on Sundays all requests for service from the Records Section should be directed to the Service Unit, telephone extension 611.

Respectfully,
For the Conference

Clyde Tolson

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-3900
FEDERAL BUREAU OF INVESTIGATION
JUL 21 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-7867-1

NX - 61

AB:HP

July 14, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 [illegible]

Sugg. No. 119
Employee: Agent Robert L. Bell
Louisville

Executive Conference

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Clegg, Glavin, Quinn Tamm for Tracy, Hendon, Ladd, Lee, McGuire for Nichols, Long for Coffey and Rosen.

Employee suggests: That the Bureau establish a National Stolen Car File whereby all local law enforcement agencies would report stolen cars to the Bureau so that they may be indexed by motor, serial and license numbers.

RECOMMENDATION: Unfavorable. The Conference stated that local law enforcement agencies at the present time have adequate facilities among themselves to ascertain whether a car has been reported stolen through radio, teletype and other forms of communication. There were approximately 203,000 cars stolen in the United States during 1944. Additional administrative responsibility would be placed upon the Bureau if all of these thefts were reported to the Bureau by local law enforcement agencies. We would then have to require that all recoveries be transmitted to the Bureau. This would establish a great deal of bookkeeping which would be of no avail to the Bureau. It would place the responsibility upon the Bureau for doing a job which is already being done by automobile protective agencies which have an immediate problem. In view of the program of the Bureau to obtain all cars coming within the Bureau's jurisdiction reported to the various Field Offices and inasmuch as we are getting the cooperation of the State and local law enforcement agencies, there does not appear to be any need for the suggested program.

Employee advised by letter.

RECORDED AND INDEXED
FOR THE CONFERENCE

66-2554-3901

31 JUL 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachments
cc-Mr. Hendon
Mr. Clegg

Clyde Tolson

E. A. Tamm

HHC:wl

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 18, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-16-82 BY SP-5 Ci/Ca

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Ladd, Hendon, McGuire, Long and Clegg discussed the fact that the University of Cincinnati plans to begin a full year of training under the GI Bill of Rights for returning veterans who have indicated a desire to become affiliated with the Cincinnati Police Department. The first nine months of the course would be divided into two semesters to include such background subjects as psychology, sociology, English, political science and practical legal matters. The third semester, a summer term, would relate to police techniques and procedures. The University authorities and the Safety Director at Cincinnati have requested the Bureau's cooperation and guidance. SAC Holloman had been previously authorized to attend the conference of these officials since he had been invited to do so and he submits the recommendation that the Bureau do proceed along the lines suggested.

It was the unanimous recommendation of the Executive Conference that the Cincinnati office be authorized to participate along the lines suggested and that it should keep the Bureau advised as to the extent of such participation and of the details of the course of instruction offered.

If this is approved there is attached hereto a letter to SAC Holloman accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 166-2554-3902
42
EX-72
31 JUL 27 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

60 JUL 23 1945

RLLerj

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 18, 1945.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 SCJ

MEMBERS PRESENT: Messrs. Tracy, Lee, Rosen, Ladd, Clegg, McGuire, Tolson, and Long on July 18, 1945.

PROBLEM CONSIDERED: A suggestion of the Philadelphia Office to utilize Bureau automobiles to transport 4 agents weekly to Washington, D. C. for in-service training.

The Conference was advised that the Philadelphia Office suggested the utilizing of Bureau automobiles to transport 4 agents weekly to Washington for in-service training which would result in an annual savings of approximately $1400. This computation was based on a cost of 5¢ per mile for the automobiles as compared with the round trip fares involved.

It was pointed out to the Conference that if such a system was established for the Philadelphia Division it would probably be necessary for the same system to be established in other nearby offices where travel by pullman is restricted, in which event we would have to operate a "shuttle service" here in Washington, D. C. involving the storing of automobiles for the 2 week period and arranging for agents to make the return trip. It was further pointed out that the wear and tear on automobiles was undesirable at this time, and the Conference saw no objection to Agents leaving the Philadelphia Office on Sunday afternoon in order to arrive in Washington in time for in-service training.

CONFERENCE ACTION: The conference unanimously recommended that this suggestion be disapproved and a letter to the Philadelphia Office is attached hereto.

RECORDED & INDEXED

166-2554-39 EF 1 LB 1 E

199

31 JUL 21 1945

Respectfully Submitted,
EXEC. CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

52 JUL 23 1945

HHC:wl

THE DIRECTOR

JULY 19, 1945

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-SCI/PC

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion that training be given in the Bureau Firearms Course in shooting at moving targets as well as stationary targets so that during the course at Quantico each Agent at In-Service School would be given a chance to shoot at a moving target.

RECOMMENDATION: Favorable. Such a course has been planned and the mechanical equipment is now being installed at Quantico which will be operated as a moving target and a quarter target which also requires the excellence of judgment as to when to shoot and as which target to fire at.

The Special Agent submitting the suggestion will be advised accordingly if approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

166-2556-3904
BF HB U

RECORDED & INDEXED

21 JUL 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 23 1945

HHC:wl

THE DIRECTOR

JULY 19, 1945

THE EXECUTIVES' CONFERENCE

SUGGESTION -- ASAC A. T. MEANS
~~ATLANTA~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/82 BY SP-5 CA/PWF

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg considered the suggestion that at the earliest possible date the Bureau consider the desirability of segregating the 100 (internal security) and 65 (espionage) classifications dealing with Germans so that these files may be placed in dead storage in less expensive space than the space occupied actively by field offices.

RECOMMENDATION: Unfavorable at this time. At present there are many uses being made of this file on name checks and reviews and to place them in dead storage more remote from the regular office would delay the obtaining of the files for examination. It was not believed that this matter should be acted upon favorably until after the termination of the war.

A letter is being addressed to Assistant Special Agent in Charge Means accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

Attachment
cc: Mr. Clegg
Mr. Hendon

65-2554-3906
183 II

RECORDED & INDEXED

32 JUL 21 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 23 1945

HHC:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

July 20, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/82 BY SP-5 Ci

SUGGESTION NUMBER 123

EMPLOYEE: Special Agent H. E. Humsberger
Detroit Field Division

MEMBERS PRESENT ON JULY 13, 1945: Messrs. Tolson, Glavin, Tracy, Hendon, McGuire, Long, Ladd, Rosen, Leo and Clegg.

EMPLOYEE SUGGESTS: that additional descriptive data, including date of birth and race, should be on each ~~index~~ card in order to eliminate the need for pulling files in connection with cross reference searches.

RECOMMENDATION: DISAPPROVED. The present requirement is that in instances of common names additional identifying data should appear on index cards, but it was not believed necessary in every instance. The routine requirement for this additional data will involve considerable additional effort on the part of clerical employees in looking up date of birth and other descriptive data to include on the index card each time one is prepared. Since in most instances this material is not available when the index card is first prepared, additional typing would have to be subsequently placed on the card. The amount of work was believed to exceed any possible value.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK

RECORDED & INDEXED
66-2554-3907
183
JUL 21 1945

cc: Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

60 JUL 24 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/52 BY SQ-50 DHF

66-2554-3988

NOT USED

EPC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

July 7, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/93 BY SP-5 ci/bmc

The Conference considered a request from Mr. Sloan at Quantico that a public address system with a number of speakers be installed in the Quantico building so that phonograph records with some of the FBI radio programs as well as phonograph records with music could be played and heard in different parts of the building. It was observed that at this time there is located in the Quantico building a phonograph machine, and records are now played of those FBI broadcasts. However, they can only be listened to in the room where played.

The Conference, consisting of Messrs. Tolson, Ladd, McGuire, Clegg, Nease, Coffey, Hendon, Tracy, and Glavin, was unanimously of the opinion that the proposed installation should not be made at this time. It was felt that such a system was unnecessary and that the cost and work of putting it in would not be justified.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RECORD & INDEXED
66-2554-3909
FEDERAL BUREAU OF INVESTIGATION
JUL 23 1945
U. S. DEPARTMENT OF JUSTICE

EX-39

140

76 AUG 1 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL COPY FILED IN 66-65-744

NBL:EH

THE DIRECTOR

July 16, 1945

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 Ci

The Conference again considered the request from Mr. Sloan from Quantico that a public address system with a number of speakers be installed in the Quantico Building so that phonograph records of some of the FBI radio programs, as well as phonograph records of music, could be played and heard in different parts of the building and it had previously been observed that at this time there is located in the Quantico Building a phonograph machine and records are now played of these FBI broadcasts but they could only be listened to in the room where played. The Conference had previously unanimously recommended against the proposed installation stating that it was felt such a system was unnecessary and that the cost and work of putting it in would not be justified.

The Director in considering this question was interested in a cost estimate.

The total estimated cost for this installation, including the value of the equipment to be used and the cost of the man power for the installation, is $575.01.

The Conference consisting of Messrs. Tolson, Tracy, Lee, Ladd, Clegg, McGuire, and Long, were unanimously of the opinion that this installation should not be made in view of the feeling that it is unnecessary, and the expenditure involved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-39

FEDERAL BUREAU OF INVESTIGATION
JUL 23 1945
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

76 AUG 1 1945

140

EX-39

ORIGINAL COPY FILED IN 66-2554-746

RSL:rj

July 12, 1945.

THE DIRECTOR

THE EXECUTIVE CONFERENCE

Suggestion No. 198
Employee: Dade Fuller, Special Employee Investigator, New York City Division

ALSO PRESENT: Messrs. Glavin, Rosen, Ladd, Clegg, Squire for Nichols, Long for Coffey, and Lee on July 10, 1945.

EMPLOYEE'S SUGGESTION: Special Agent Dade Fuller of the New York Office suggests that Special Employee Investigators be considered for membership in the Agents' Insurance Fund.

CONFERENCE ACTION: The Conference unanimously agreed that such membership should not be extended to Special Employee Investigators inasmuch as they do not have to undertake the hazards of a regular Special Agent.

Should the Director approve, the attached letter will be forwarded to Agent Fuller.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/77 BY SP-SCIPTO

OK
H.

cc Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
189
166-2554-3911
JUL 1945
EX-51

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

60 JUL 24 1945

Bulletin
Question No. 100
Employee: Agent Joseph P. McMahon
Chicago

July 29, 1945

Executive Conference

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY SP-5 Sci Dtc

INFORMATION FOR THE DIRECTOR

Members present: Messrs. Tolson, Tracy, Clegg, Coffey, Lee, Leitro and Ladd.

Employee suggests: That a standard and minimum amount of information be furnished by one office to another before requesting a physical surveillance be established. He suggests, among other things, that specific instructions as to type of surveillance desired, that is exactly what is to be done, be furnished to each Field Office.

RECOMMENDATION: Unfavorable. It is pointed out that circumstances vary in surveillances cases and that the Field instructed to furnish all possible information which will be of assistance to another Field Office in conducting such physical surveillances. It is not believed that the Bureau should endeavor to set up a standard of information to be furnished and it is not possible to advise a Field Office "exactly what is to be done" in any physical surveillance inasmuch as local factors and the conduct of subjects under surveillance will always vary the manner of handling such physical surveillances.

Employee has been advised by letter.

RECORDED INDEXED 66-2554-3912

Respectfully,
For the Director

Clyde Tolson

Attachment

cc - Mr. Hendon
Mr. Nease

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JUL 29 1945

AR:MP

THE DIRECTOR

July 20, 1945

The Executive Conference

NUMBERING OF IDENTIFICATION ORDERS

The Executive Conference on July 20, 1945, with Messrs. Tolson, Coffey, Clegg, Hendon, Tracy, McGuire for Nichols, Ladd and Rosen in attendance, unanimously approved the recommendation that Identification Orders be numbered both at the top and bottom so that when they are retained in a bound file the number will be readily discernible.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/15/82 BY SP-5 Sci pltr

cc-Mr. Hendon
Mr. Clegg

OK
H.

66-2554-3913

RECORDED
INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JUL 25 1945

Memo

To: THE DIRECTOR

From: THE EXECUTIVES' CONFERENCE

7/20/45

SUGGESTION NUMBER 59
GEORGE R. BLUE
SAN ANTONIO

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 Sc/Bmc

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg, considered the above employee's suggestion that the red lights which are, in cases of emergency, attached into the proper socket in the front part of the automobile and which, when not in use, are maintained in a glove compartment of the car, should be placed in a cloth container or bag which would prevent scratching and breaking.

The Bureau's experience is that this problem has not arisen with enough frequency to justify the purchase of these additional containers or to require that this be done, and for this reason it was felt that the adoption of the suggestion would not be profitable.

If this is approved, the employee is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 66-2554-3914

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

EX-74

54 JUL 25 1945

HHC:WL:GB

THE DIRECTOR

7/21/45

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 ciprp

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg, discussed the fact that during the course of inspection of the New York office some of the stenographers objected to the practice of a "drive" which was put on the latter part of each month to get out all "closed" and "RUC"-cases and reports before the end of the month. The complaints and defects of this system are 1. It causes a small loss of time by the stenographers in order to locate the RUC and closed reports. 2. It is giving precedence to the typing of reports in these concluding cases when in fact other matters of a more expedite nature should logically have been gotten out first. 3. Although this procedure will make the monthly administration report reflect a better condition, if the practice were discontinued it was felt that on a month by month basis, the same number of cases would be closed during the course of the year without the disadvantages listed in Numbers 1 and 2.

The New York office's "executive staff" felt that the practice should continue as is because: 1. It is a practice generally followed throughout the field. 2. It cleans out these cases and more or less "strips the deck for action" by getting rid of as many cases as possible before the end of each month. 3. The consolidated report of the various sections in New York will show the reduction in total pending cases and this provides a wholesome type of pressure for competition between various sections to reduce these loads.

The Executives' Conference unanimously recommends that the procedure be permitted to continue as it is.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
INDEXED

66-2554-3915

EX-74

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

71

JUL 26 1945

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-12-2011

WRG:rj

THE DIRECTOR

July 5, 1945

THE EXECUTIVE CONFERENCE

CONFIDENTIAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

Hours of duty

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, Morgan, McGuire, Hendon, Coffey, Quinn Tamm, and Glavin considered those employees assigned to duty after 6:00 PM in the San Francisco Division.

(1) For the Director's information, two clerical employees are assigned to the Communications Section of the San Francisco Division from 1:00 PM to 10:00 PM daily with the exception of Sunday. There is considerable traffic handled between the hours of 6:00 and 10:00 PM, particularly in the handling of phone calls and in the transmission of teletype messages to the Bureau and other field divisions. If the transmission of such communications was delayed until the following morning, SAC Pieper feels that the delay would be undesirable since such communications would not be received in the Bureau until approximately noon. The Conference feels that SAC Pieper should be advised that an effort should be made to cover this tour of duty with one employee instead of two.

O.K.

(2) One radio operator is assigned to the shift from 3:00 PM to 12:00 midnight picking up intercepts from the Russian ship "Smolny" which is due to leave in the very near future, or possibly may have left already. This operator also monitors any possible T.E.U. transmissions. Pieper feels with the departure of the Russian ship, a Presto 3-D recorder could be utilized thereafter to automatically pick up any T.E.U. transmissions. The Conference approves of this particular tour of duty being abolished.

O.K.

(3) There are 18 agents assigned to night duty at the San Francisco Division as follows:

RECORDED & INDEXED

84 166-2554-3918

5 Agents are assigned from 3:00 PM to 12:00 midnight
5 Agents are assigned from 12:00 midnight to 8:30 AM

SAC Pieper states that the public is received at the entrance at the front of a suite of offices extending along the entire 17th floor. The teletype, telecopier, state teletype, and Western Union tie-line machines are located in a room approximately in the center of this string of offices; that the supervisory desks and the files and other records of the Chief Clerk's Office are located on the 5th floor. The facilities of the Communist Squad, including technical surveillance logs, photograph albums, trash coverage, recordings, and play-back machines, confidential indices, et cetera, are maintained on the 4th floor.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

363 71

JUL 26 1945

~~CONFIDENTIAL~~

Classified by: SP-5 ciDMF
Declassify on: OADR

Out of the 5 agents on each shift, three are assigned to the 17th floor; one to the 5th floor; and one to the 4th floor. The 17th floor receives personal and telephone complaints after regular hours, assume the switchboard and teletype operations after the late shift of two clerical employees leave at 10:00 PM, review files and other correspondence, rough draft or dictate communications on ediphone machines, and also insure the security of the 17th floor which, among other things, contains the firearms vault and the office safe. One of the men on the midnight shift also proceeds to the San Francisco contract garage each night and makes a complete reconciliation of our automotive equipment to make sure that all cars are properly accounted for. ~~CONFIDENTIAL~~

The Agents on the 4th and 5th floors receive telephone complaints, review files and other correspondence, rough draft or dictate communications on ediphone machines, and make periodical check-ups to insure the security of those respective floors.

The Conference feels that it may be entirely possible for Pieper to assign two men on the 3:00 to 12:00 midnight shift and 2 on the midnight to 8:30 AM shift; that these assignments be primarily security assignments; that one man make the rounds on the 17th floor to definitely assure the security of the space and one man on the 4th and 5th floors do likewise.

O.K. &.

The remaining 8 agents are assigned to technical surveillance work six nights per week - 5 agents assigned to San Francisco proper, three of them being on the 3:00 PM to midnight shift and 2 on the midnight to 8:30 AM shift. The remaining 3 agents of the 8 are assigned to the Oakland, California, technical; two are assigned from the 3:00 PM to midnight shift and one on the 12:00 midnight to 8:30 AM shift.

These agents handle the technical coverage, recordings, memoranda, logs, etc. principally regarding Communist, internal security and Russian espionage activities in connection with Comrap and related cases. (X)

The Special Agents' assignments on Sunday during the night hours are the same as on week days, the technical plant coverage in San Francisco having two agents on the 4:30 PM to 12:30 AM shift and 2 on the 12:30 AM to 8:30 AM shift. The technical plant coverage at Oakland has one agent assigned to the 4:30 PM to 12:30 AM shift and one assigned to the 12:30 to 8:30 AM shift. (X)

The Conference recommends that the attached teletype be forward to the SAC at San Francisco reducing these employees on the night materially.

O.K.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

I recommend an early inspection of San Fran. — yes, H.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

7-6

cc Mr. Hendon
Mr. Clegg

~~CONFIDENTIAL~~

O (mcw)
P
Y DML:DS

THE DIRECTOR

EXECUTIVE CONFERENCE July 24, 1945

A Committee composed of Messrs. Rosen, Quinn Tamm, Renneberger, Kenneth West, Krahling and Ladd discussed in detail the mechanics putting into effect the suggestion which was approved by the Executive Conference on July 7th relative to the use of photorecord camera in copying fingerprint records for transmission to the field in lieu of fugitive memoranda presently being prepared. At this conference it was pointed out that preparation of these records through photographic process would in no way cut down the time involved inasmuch as the time now spent on getting this material ready for the field is primarily utilized in the process of conducting wanted researches through the fingerprint files; that it presently takes less than one hour to prepare the fugitive memoranda. The Photographic Section stated that they would have to purchase a Recordax camera for about $1,500.00 and an enlarging machine at a cost of about $350.00; that it would take the full time of one clerical employee to photograph the records, the time of one photographic employee a half day to develop and dry this material, and three photographic employees two days to make enlargements, or a total of five additional employees to handle the present volume of work. Following the enlargement it will be necessary to send approximately 600 prints to the fugitive desk for assembling and transmission to the field. It was agreed at this meeting that no time would be saved through this procedure but that in fact it would probably take an additional two to three days to handle the records in this manner. It was further pointed out to the Conference that the sole value of this procedure would be the furnishing more complete records to the field in that the office of origin would have photographs of the fingerprints, copies of the subject's photograph, his handwriting and all of the descriptive information appearing on the fingerprint card rather than to merely receive a summary of this information which is now contained in the fugitive memoranda.

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In view of this additional information, the matter was again presented to the Executives Conference for discussion on July 24, 1945, - Messrs. Tolson, Rosen, Glavin, Hendon, Tracy, Coffey, Morgan, McGuire and Ladd being present. After a discussion of the above facts with reference to the handling of the proposed suggestion the Executive Conference was unanimously opposed to any change. It was unanimously recommended that the fugitive memoranda as presently prepared by the Identification Division be furnished to the field and that the suggestion of photographing the complete fingerprint jacket and transmitting that to the field not be adopted.

RECORDED & INDEXED 66-2551-3919
MX-61

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

CC-Mr. Clegg
CC- Mr. Hendon

52 JUL 27 1945

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/98 SP.SCP/PF

RECORDED

EX-147

66-3554-3920

FEDERAL BUREAU OF INVESTIGATION
JUL 26 1945
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL - 8

ORIGINAL FILE IN 66-3554-62

55 AUG 7 - 1945 140

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

RCH:DW

TO : THE DIRECTOR DATE: 7/11/45

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Carey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Harrington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference consisting of Messrs. Glavin, Hendon, Quinn Tamm, Rosen, Ladd, Clegg, McGuire, Long and Lee discussed the transfer of Special Agents who are presently assigned to their second offices.

It was pointed out that during the past four years the Special Agent personnel of the Bureau has greatly increased. A policy was followed of transferring these new Agents from their first office of assignment after approximately three months service in order to afford them additional training in a different territory under a second SAC. With the large number of Agents being added to the force, this meant that a great number of transfers were necessary each month to carry out this policy. As a result, if an office indicated it needed more Agents or could spare Agents, the adjustment was usually made through the transfer of these first office men.

During the past year after the first office men had all been put into their second offices, such adjustments were then usually made through the transfer of second office men to a third office. It was generally felt that men would be better developed and rounded out in their experience through having served in at least three offices. Due to the numerous adjustments of personnel necessary among the various offices due to wartime conditions and changing volumes of work, it was ordinarily impossible to put the great bulk of these men into offices of preference. There still remains quite a number of Special Agents who are serving in their second offices and as adjustments of personnel are made where possible these men are moved.

The Conference was of the unanimous opinion that these second office men should be transferred to offices where their services are needed and which will add further to their training and development. It was felt that ordinarily they should not be placed in offices of preference but that only in special cases where personal problems exist should they receive such consideration. It was pointed out that in the past but few of the men being transferred from second offices could be placed in offices of preference and that to follow this policy on the remainder would be giving them an undue advantage. It was further pointed out that a large number of Special Agents who are serving in their third offices or more still have not been assigned to one of their offices of preference and it was felt that they should receive prior consideration.

JUL 23 1945

RECOMMENDATION - *In view of the above considerations, the Conference unanimously recommends that as a matter of policy second office men when transferred not be placed in offices of preference except where special problems exist but that only those Agents who are serving in their third or more offices be considered for transfer when possible to offices of preference.*

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

EPU:AF

THE DIRECTOR

EXECUTIVE CONFERENCE

July 23, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7/18/2011 BY SP-SCI/STP

It is customary to have phonograph recordings made, for record purposes, of all speeches at the NPA Graduation Exercises. This is done in addition to the stenographic record which is made of the speeches. In addition to serving as a verbatim record of what was said there have been occasions in the past when the Director, as a cordial gesture, has presented some of the outstanding speakers with a phonographic transcription of their remarks for their own retention.

For the past several graduation sessions, however, no use has been made of the phonographic recordings.

Accordingly, the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Lee, Rosen, Ladd, Coffey, and McGuire, unanimously recommends that the phonograph recordings be discontinued and that the Bureau rely on the stenographic notes for its transcripts of the proceedings.

Respectfully,
For the Conference:

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RECORDED
INDEXED
66-2554-3921
167
MX-M

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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JUL 27 1945

HEG:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

July 25, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 Sci/Pm

The Executives' Conference, consisting of Messrs. Tolson, Clavin, Tracy, Hendon, McGuire, Coffey, Ladd, Rosen and Clegg, on July 19 considered the suggestion of SAC Thornton that additional time be devoted in In-Service Schools to Communist matters. Mr. Ladd advised that due to the curtailment in the amount of espionage work, he could cut off one hour devoted to this subject and add it to the two hours now given on Communist matters, or to increase the time allocated to Communist matters to the total of three hours, which is believed to be sufficient. The Executives' Conference unanimously concurred in this recommendation.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-3922

EX-72

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

140

62 JUL 30 1945

TO: THE DIRECTOR

DATE:

FROM: EXECUTIVES CONFERENCE

July 26, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 ci/bmp

SUBJECT:

At a meeting of the Executives Conference on July 26th, attended by Messrs. Tolson, Glavin, Tracy, McGuire, Morgan, Lee and Ladd, there was brought up for discussion the question as to whether the Bureau's system of classification of mail should be changed to coincide with that which is followed by the War Department, Navy Department, OWI and some other government agencies. It was pointed out that these agencies utilize the classification of "secret," "confidential" and "restricted," the information furnished indicating that the War Department had informally advised that they might be inclined to furnish some information from their Code Section to the Bureau if the Bureau adopted the system being used by the War Department and other government agencies concerning classified information. It was pointed out to the conference that the War Department investigates carefully those individuals who are authorized to handle secret information, whereas the Bureau investigates all of its personnel thoroughly and that the Bureau's classification of "confidential" means just that and is so treated by all of its employees, all of whom, as previously stated, have been thoroughly investigated.

The Conference unanimously was opposed to making any change in the Bureau's present system of handling "confidential" material.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

OK H

CC - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 66-2554-3923

67

EX-72

60 JUL 30 1945

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HHC:WL:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

7/20/45

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 cibts

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Lee, Rosen, McGuire, Long, Ladd and Clegg, considered the suggestion of Special Agent in Charge Boardman that the Bureau conduct surveys in order to find out from experienced and qualified police officers just how they handle investigations of such violations as burglary, larceny, theft and pick-pocketing and how a patrolman "tries doors" during his regular patrol duties with a view to collecting information.

The Conference recommended that this be done but that the subjects on which the research would be conducted be carefully selected by the Training and Inspection Division and that the surveys be made again on a carefully selected basis limited to departments which are located in field office headquarters cities or at Resident Agency headquarters so that the surveys could be done without requiring any additional travel. Quite voluminous and valuable information has already been collected with respect to some of the violations specifically mentioned by Mr. Boardman and, with this in mind, a selection of police agencies to contact will be made and communications sent to field offices concerned.

Mr. Boardman also suggested that a long-range plan for police training schools be made so that Special Agents in Charge could organize and give detailed instruction on a long-range basis of police school programs. The Conference unanimously approved the following program about which the Special Agents in Charge have been advised. It is felt that this information should be correlated into another letter to all Special Agents in Charge so as to put all the information available in one communication to the field.

1. Basic Training. This involves fundamental police procedures and law enforcement techniques. Schools usually take two forms, (a) a school for the department, the program being prepared on the basis of the department's needs and, (b) zone school, with the program based on the needs of the students who attend from various nearby agencies.

These basic training courses, modified to suit the needs and demands of each school, would be repeated as often as new recruits, returning servicemen and refresher courses make it necessary.

RECORDED & INDEXED

EX - 72

66-2554-3924

2. Advanced In-Service Training. This represents a follow-up course in police departments with additional courses based on previously given basic courses and supplementing them and also including advanced training for those who finish the basic course and are ready for further training. These schools take the following form:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

140

52 JUL 25 1945

(a) Regular advanced In-Service training course with the program prepared by the Bureau representative after conferring with the Chief as to further needs for training.

(b) Major case type of training such as already has been given successfully in Connecticut and other places, the first day involving crime scene searches; the second day, report writing and preparing evidence to be sent to the laboratory; and the third day, a Moot Court trial of the case with the judge adhering strictly to the law and ruling out evidence not properly collected and handled for testifying. These have proven very successful and interesting.

(c) Administrative course. The best one yet given has been in Ohio and was very successful. All field offices have been advised as this could be an additional advanced In-Service course.

(d) Specialized course in fingerprinting, such as already given in Mr. Boardman's Division; juvenile delinquency, such as schools already held in California, New Jersey and New York, others being scheduled; and a traffic course such as the one given in Texas in cooperation with the State Police.

The above schools are sufficient in scope to keep any field office busy indefinitely and information about such schools has been sent to field offices as the information developed. In order to be more readily available, this information is correlated in an additional letter to all Special Agents in Charge and sent to all field offices if approved.

There is attached a letter to Mr. Boardman accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc:

CT:hmg

May 31, 1945

THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 cibm

The Executive Conference, Messrs. Tolson, Glavin, Hendon, McGuire, Ladd, Morgan, Long, Rosen, and Quinn Tamm being present, considered a suggestion submitted by Special Agent John D. O'Connell of the Philadelphia Office during the course of an interview while Agent O'Connell was attending In-Service School.

Agent O'Connell suggested that rather than the Bureau addressing each issue of the Investigator to the individual employee, the Investigator simply be sent to the Field Offices without being addressed individually and the Field Offices take care of the distribution to the employees of the Recreation Association.

The Conference was unanimously opposed to this suggestion. It was pointed out this system was tried by the Bureau approximately three years ago and caused a good deal of confusion and additional work in the handling of the mailing of the Investigators. The Conference feels the present system is satisfactory and should be continued in effect.

If you approve, there is attached hereto a letter to Agent O'Connell thanking him for the suggestion.

Respectfully,
For the Conference

RECORDED & INDEXED 166-25554-3926

C. A. Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

54 JUL 31 1945 201

SJT:js

Sugg. 101

July 9, 1945

Employee: Special Agent Charles A. Poe
Charlotte

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 SCJ/DHP

Executive Conference

Members present: Messrs. Tolson, Ladd, Clegg, McGuire, Rosen, Coffey, Hendon and Tracy.

Employee suggests: This employee suggests that a bulletin or memorandum be distributed to all Agents setting out alphabetically the abbreviations used in the Identification Division's criminal records together with the translation of each abbreviation.

RECOMMENDATION: The Conference was unanimously of the opinion that in view of the fact each Field Division is in possession of a mimeographed memorandum setting forth this information and, further, in view of the fact that it is from time to time published in the Law Enforcement Bulletin, it is not believed worthwhile to reprint and redistribute the suggested memorandum again at the present time.

If you approve, there is attached hereto a letter to SA Poe thanking him for his suggestion and transmitting to him a copy of the list of abbreviations.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

RECORDED
INDEXED
155

166-2554-3927

EX-51

140

60 JUL 30 1945

HHC:JD

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

July 26, 1945

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 Ci/bmg

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, McGuire, Coffey, Ladd, Rosen and Clegg, on July 17 considered the suggestion made by Legal Attache John B. Hubbard that in order to keep records at a minimum he believed authorization should be granted to permit the Legal Attaches to destroy at their discretion the rough draft surveillance reports after a regular investigative report has been submitted to the Bureau and the pertinent information incorporated therein.

Surveillance reports in the SIS field do not serve the same function as in the domestic field since they do not have future prosecutive value. In certain instances, however, it was felt that in some important cases some of them may have some value in determining the exact whereabouts of a subject of an investigation on a particular day. It was thought that at times, therefore, some of these surveillance reports should be retained when, in the opinion of the Legal Attache, it would appear advisable. As a usual rule, it was felt they might be destroyed after the regular report had been submitted to the Bureau.

It was therefore unanimously recommended that the phraseology of the SIS Manual be changed to read as follows:

> " . . . . . When rough draft reports of surveillances are received, these rough drafts should be retained until there is sufficient information for either a report or a memorandum for the file. After a report or memorandum has been dictated, the rough draft report may be initialed by the reporting agent and the reports placed in an envelope in the case file unless, in the opinion of the Legal Attache, the maintenance of such reports is unnecessary by reason of the fact that only negative information was developed, in which case the rough draft reports may be destroyed."

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

66-2551-3928

Clyde Tolson

E. A. Tamm

O.K. H.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

60 JUL 30 1945

HEC:JD

THE DIRECTOR

July 26, 1945

THE EXECUTIVES' CONFERENCE

SPEAKERS AT THE OCTOBER, 1945, GRADUATION OF THE FBI NATIONAL ACADEMY

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY SP-5 ci/bmc

The Executives' Conference recommended for the two speakers at the next graduation of the NPA to be held October, 1945, that one speaker be selected from each of the two following groups, the invitations to be extended at this time (or in the case of Secretary of State Byrnes, as soon as he returns to this country) and the invitations to be extended in the order named until one acceptance from each group is received.

GOVERNMENT GROUP	NON-GOVERNMENT GROUP
1. Secretary of State Byrnes	1. Reverend Joseph Sizoo
2. Postmaster General Hannegan	2. Mr. Paul Hoffman of the Studebaker Corporation
3. Secretary of Treasury Vinson	3. Mr. Henry J. Kaiser

Those present at the conference on July 25 were Messrs. Tolson, Glavin, Rosen, Hendon, Tracy, Ladd, Lee, Long, McGuire and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

O.K. H.

cc: Mr. Clegg
Mr. Hendon

RECORDED 66-2551-3929

EX-51

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 JUL 30 1945 140

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-12-2011

AR:MP

THE DIRECTOR ~~CONFIDENTIAL~~ 7-25-45

THE EXECUTIVE CONFERENCE

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

PAYMENTS TO CONFIDENTIAL INFORMANTS

On July 25, 1945, the Executives Conference, attended by Messrs. Tolson, Glavin, Hendon, Tracy, Clegg, Lee, Long for Coffey, McGuire for Nichols, Ladd and Rosen, approved the attached letter to all SAC's dated July 25, 1945, regarding payments to Confidential Informants and grants authority to the SAC's to make payments up to $50.00 to an informant in a specific instance for information submitted. This letter is to all domestic offices.

There is also attached a memorandum which was approved by the Conference addressed to All FBI Legal Attaches, granting authority to the Legal Attaches to make a payment up to $200.00 to an informant in a specific instance for information submitted, where the confidential informant is entitled to such payment involving meritorious service on his part and where the payment is of an emergency nature. The Legal Attaches are also authorized to increase monthly payments to confidential informants regularly employed provided such informants are not being paid more than $200.00 monthly. The amount of the increase in the monthly payment which can be approved cannot exceed 20% of the basic salary presently received by the confidential informant and then only in instances where the particular informant has rendered most beneficial service to the office. In no instance will an increase be authorized for such payment more frequently than every six months without prior Bureau authority.

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

66-2554-3930

Clyde Tolson

E. A. Tamm

Attachments

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Hendon
Mr. Clegg

~~Classified by SP-5 CLB/JP~~
~~Declassify on: OADR~~

~~CONFIDENTIAL~~

52 JUL 30 1945

ACH:HBH:LCB

THE DIRECTOR

7/24/45

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5 Sci/bmc

The Executive Conference today again considered the Bureau's rules relative to smoking.

At the present time in the Justice Building smoking is permitted in all space with the exception of the following: On the eighth floor, on the seventh floor except in designated elevator lobbies and restrooms, on the sixth floor except in designated elevator lobbies and restrooms, in the switchboard and teletype space, the Mechanical Section, except Mr. Renneberger's Office, the basement Supply Room and the indoor firearms range. As a matter of practice, clerical employees do not smoke in any of their working space.

At the Armory smoking is permitted in the Training Division space only in the corridors and in the recreation room. In the Identification Division space, it is permitted only in the lobbies and corridors, and is not permitted in the two Identification Division recreation rooms.

Mr. Tracy recommends that the rule as to smoking be the same at the Armory as in the Justice Building. By this he explained he meant that smoking would be permitted in the offices of the officials and Agent supervisors, in the Identification Division conference room, Single Fingerprint Section, and in the two recreation rooms. It would not be permitted in the classrooms in the training space, nor on the drill floor, nor in the typing rooms. He stated that the rule against smoking on the drill floor would be similar to the rule against smoking in the files space in the Justice Building and that as a matter of practice, just as at the Justice Building, there would be no smoking in the typing rooms. He maintains there is no reasons from the standpoint of fire hazards or otherwise for a more restricted rule against smoking in the Armory space than in the Justice space. Those in favor of this recommendation were Messrs. Tracy, McGuire, Ladd, Rosen and Hendon.

Mr. Glavin was further in favor of the recommendation, and in addition he recommends that if the present rule is not thus extended that all smoking be prohibited both in the Armory and in the Justice Buildings for the reason he believes the rules should be exactly the same at both places.

Mr. Coffey recommends that no change be made in the present rules. He is of the belief that the restricted areas have been accepted, and that to change them in any way at this time would merely cause dissension and dissatisfaction among various employees.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-39

RECORDED
INDEXED

66-2554-393

FBI BUREAU OF INVESTIGATION
JUL 28 1945
U.S. DEPARTMENT OF JUSTICE

JUL 30 1945 140

ORIGINAL COPY FILED IN 66-2729-1953

Mr. Tolson and Mr. Morgan recommend that smoking be permitted in the two recreation rooms in the Identification Division as it is presently permitted in the recreation room in the training space at the Armory, and that otherwise the rules remain as at present.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

COPY/tmb

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: THE DIRECTOR DATE: 7-5-45

FROM: The Executive Conference

SUBJECT: NAVY AND MARINE DESERTERS - Effect of Two Year Statute of Limitations on Authority of Civil Officers to Arrest Without Warrant

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/82 BY 4-5 cb/kp

On July 3, 1945, the Executive Conference, with Messrs. Tolson, Glavin, Tracy, Gendon, Nichols, Morgan for Hoover, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin, captioned as above, which sets out the Department's opinion as to whether civil officers, including Bureau Agents, have the authority to arrest Navy and Marine Corps deserters when it appears that the subject has been absent for over two years. This question arose in view of the provision of Article 61, Title 34, U. S. Code, Section 1200. that Navy and Marine Corps offenders, including deserters, cannot be tried by court-martial or punished for offenses occurring more than two years before the issuance of an order for such court-martial or punishment. The Department has advised that this does not limit the power of arrest over deserters.

(Director's notation: "O.K." H.)

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

L. B. Nease

Attachment
cc - Mr. Fleege

60 AUG 4 1945

66-2554-3932
FEDERAL BUREAU OF INVESTIGATION
JUL 27 1945
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

RECORDED

SJT:obp

July 27, 1945

THE DIRECTOR

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/16/92 BY SP-5 Sipson

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, McGuire, Morgan, Lee and Tracy, considered a suggestion of Mr. E. S. Deiss and Mr. S. Latona of the Single Fingerprint Section, that experimentation be conducted in connection with making general appearance searches by hand instead of using the IBM sorting machine.

There are presently 3500 entries in the General Appearance File, and this grand total has been fairly constant. The IBM machine presently used has not been too satisfactory the past few years due to the difficulty in getting repairs. Messrs. Deiss and Latona feel they have devised a hand-search method, which in a small file would be just as efficient as the machine search.

Under the circumstances the Conference unanimously recommends, in accordance with their suggestion, an experimentation be tried using confidence men as a basis. An additional report will be submitted at the expiration of a reasonable time as to the result of the experimentation, with your approval.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

RECORDED & INDEXED

166-2554-3933
1F 183 D.

JUL 30 1945

Mr. Tolson cc - Mr. Clegg
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon

54 JUL 31 1945

THE DIRECTOR

July 24, 1945
JTL:RH:MG

A. ROSEN

DISPOSITION OF FIREARMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5 ciDtp

BACKGROUND - Section 15C (2) of the Manual of Rules and Regulations sets forth the provisions of Section 645, Title 18, United States Code which pertain to the authority of the court in certain types of cases to order confiscation and disposal of firearms and ammunition found in the possession or under the control of persons arrested for crimes enumerated in this statute. This section of the United States Code and of theManual of Rules and Regulations has also been called to the attention of thefield in Bureau Bulletin No. 68, Series 1944, dated December 20, 1944. This Bulletin points out the fact that if this statute is not invoked the Bureau has no legal right to confiscate a firearm so recovered.

Experience has shown that while the field may beaware of the existence of Section 645, Title 18, the field is not aware of the fact that the practical time to seek an order of court ordering the confiscatiom of fireamrs is at the trial of the particular case. Experience has disclosed that field offices will hold these firearms as exhibits in the particular field offices sometime after the case has been closed and all prosecution has been terminated, and then at a subsequent date request Bureau advice as to the manner in which the firearm may be disposed of. The field then, upon instructions from the Bureau, contacts the United States Attorney who is, at that time, not interested in going to the court and attempting to reopen the proceedings for the sole purpose of securing a court order disposing of this firearm. One United States Attorney advised that it would involve considerable procedure to reopen the proceedings, especially in a subsequent term of court. He declined to take such steps and advised the field office to hold the gun indefinitely since we had no legal right to dispose of the firearm.

RECOMMENDATION - Accordingly, the attached suggested addition to Section 15C (2) of the Manual of Rules and Regulations is submitted which instructs field offices, with reference to Section 645, Title 18, in cases where firearms have been recovered from subjects, to call to the attention of the United States Attorney at the time of trial the fact that firearms were taken from thepossession of the subjects and are in the Bureau's custody and request the United States Attorney at the time of trial to seek a court order ordering confiscation and disposal of the particular firearms.

A suggested Bureau Bulletin is also attached to insure that these instructions reach all agents in the field.

Attachments

RECORDED & INDEXED
166-2554-3934
AUG 1 1945

ADDENDUM: The Executive Conference, with Messrs. Tolson, Clayton, Tracy, McGuire for Nichols, Hendon, Lee, Ladd and Rosen attending, approved the attached Bulletin and Manual Change.

AUG 2 - 1945

To the Director

Cmd July 24, 1945

FROM: A. ROSEN

SUBJECT: EVIDENCE IN FUGITIVE CASES

There is attached a draft of a self-explanatory proposed Bureau Bulletin requesting the field to review its older fugitive investigations to insure that sufficient evidence is available to sustain a successful prosecution upon the fugitive's apprehension.

The bulletin is prompted by a review of several old fugitive cases in which it is problematical whether available evidence is sufficient to sustain a successful prosecution.

Attachment

ALL INFORMATION CONTAINED
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DATE 9/19/92 BY SP-5 cibm
#323,013

ADDENDUM

The Executive Conference on July 27, 1945, with Messrs. Tolson, Glavin, Tracy, McGuire for Nichols, Hendon, Lee, Ladd and Rosen in attendance, approved the attached Bulletin.

RECORDED & INDEXED
66-2-24-3935
AUG 1 1945

AUG 2 1945 140

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 3
Page 19 ~ Duplicate
Page 46 ~ Duplicate
Page 143 ~ Duplicate

FBI File Number 66-HQ-2554, Section 31

THE DIRECTOR

DECEMBER 14, 1945

EXECUTIVES' CONFERENCE

RETRAINING OF TRAFFIC INSTRUCTORS

The Executives' Conference on December 13, 1945, with Messrs. E. A. Tamm, Glavin, Hendon, Harbo, Tracy, Ladd, Rosen and Morgan in attendance, unanimously approved the attached schedule of instruction for the retraining course of FBI traffic instructors which it is contemplated will be held during the week of January 14, 1946.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

O.K.

Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

JAN 7 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013 December 29, 1945

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/18/92 BY 305 Cilfe

Hours of Duty

The Executive Conference of December 28, 1945, consisting of Messrs. E. A. Tamm, Hendon, Morgan, Harbo, Ladd, Nichols and Glavin considered a suggestion submitted by SAC Brantley of the Kansas City Office to the effect that the Bureau discontinue its present five-day week and institute a five-and-one-half-day week in the future.

For the Director's information, Mr. Brantley states that the five-day week has presented the following problems for the Field Service:

1. The dislocation of personnel brought about by extra duty assignments and the granting of compensatory leave.

2. There are unquestionably some Special Agents of the Bureau who believe that when they are on road trips they should be permitted to return to their headquarters each and every Friday evening, in order to spend Saturday and Sunday, nonwork days, at home. This results in the loss of time through travel and slows down, retards and impedes the handling of the Bureau's investigative work.

3. It is difficult to file complaints against persons on Saturday. The Constitution guarantees speedy hearings of individuals charged with crime. If and when criticism arises in connection with instances of this kind, and it will, the Bureau will be the first target of those who are wont to criticize. The Bureau will be the first target for the reason that it has the responsibility of handling the investigation of the case. This criticism will come regardless of the fact that it will not be the Bureau's fault that there have been delays. It therefore follows that the five day work week should be discontinued for Marshals, for Commissioners and for United States Attorneys. The Civil Liberties League unquestionably eagerly will await some complaint of this kind as a basis for criticism to be leveled at the Bureau.

4. It is believed that greater efficiency will be maintained among the employees with a shorter work day and with the forty hours spread over a period of six days. I believe that a larger volume of work will be handled with five hours work on Saturday.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RRG:val

RECORDED & INDEXED 166-2554-4352

EX-47

51 JAN 7 1946

5. I do not believe that the law can be enforced five days a week only. Law enforcement agencies are not on a five day work week. A law enforcement agency such as the Federal Bureau of Investigation, in my opinion, should not be put in the awkward and possibly embarrassing position of having it said that we are on a five day work week.

The Conference notes that Mr. Brantley, under Item No. 3 aforementioned, feels that the five-day work week should be discontinued for Marshals, Commissioners and United States Attorneys. The Bureau could not, of course, in any way change the working hours of these officials of the court; but possibly could advise the Department of the difficulties presently being experienced. However, no particular instance has yet arisen which could definitely be brought to the attention of the Department in this regard.

Mr. Brantley suggests that the 40-hour week be spread over a six-day work week with the office hours from 9:00 A.M. to 5:00 P.M., Mondays through Fridays, and with a sufficient number of hours on Saturday to constitute a 40-hour week.

The Conference wishes to point out that if the work week as suggested by Mr. Brantley is approved, all employees will be working seven hours a day for five days during the week and on Saturday would necessarily have to work five hours, either from 9:00 A.M. to 2:00 P.M. without lunch or 9:00 A.M. to 3:00 P.M. if one hour for lunch were granted.

The Conference points out that further difficulties would be experienced at the present time in connection with this particular matter which are as follows:

1. It would be necessary to rearrange the work schedules at the Seat of Government by increasing the total amount of time allowed for the lunch hour so that there would be coverage at the Seat of Government during all periods where coverage is had in the Field.

2. It was pointed out to the Conference that changing the work hours, which would affect the Seat of Government at the present time, would cause a considerable increase in the turnover of personnel since many of the lower grade clerical employees are working on the outside on Saturdays and Sundays; and so long as other Government Agencies continue the five-day week in Washington, many of our employees would leave our service rather than work the six-day week. It is

felt that with the possibility of a more favorable labor market within the next 45 to 60 days, further consideration might be given to this particular matter at that time.

The Conference, therefore, recommends that further consideration of Mr. Brantley's suggestion be held in abeyance for the next 45 days, and it be further considered at that time.

Should the Director agree with the Conference recommendation, the attached communication, addressed to Mr. Brantley, should go forward.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

mch

THE DIRECTOR

Executives Conference

January 3, 1946
DM:lea

Recording of Loot

At a meeting of the Executives Conference on January 2, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Morgan and Ladd, the Conference was advised that in the past in reporting loot from bank burglary and bank robbery cases nonnegotiable instruments were not recorded; that, likewise, in connection with the recovery of such nonnegotiable securities, the Crime Statistics Section did not record these as recovered items.

It was pointed out to the Conference that, at the present time, the various banks are in possession of a large number of U. S. War Savings Bonds which are nonnegotiable in character. It was suggested to the Conference that in the future the Crime Statistics Section should record any such U. S. War Savings Bonds taken during the course of a bank robbery or burglary as loot, and that their recovery should be recorded in the statistical accomplishments of the Bureau, even though such bonds are nonnegotiable in character.

The Conference unanimously approved this recommendation. In the event you approve the action of the Conference, the Crime Statistics Section will be appropriately advised, in order that such statistics will be recorded in the future.

OK
D.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

#323013
ALL INFORMATION CONTAINED
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DATE 8/19/92 BY Sscribce

cc Mr. Clegg

Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED 66-2554-4353
IF IB I
30 JAN 5 1946
EX-147
Filed 405
JAN 8 - 1946

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-24-2011

THE DIRECTOR

THE EXECUTIVE CONFERENCE ~~CONFIDENTIAL~~ 1/4/46

Spanish translation of Loyalty

The Executive Conference on January 3, 1946 considered the suggestion of Legal Attache Clarence W. Moore that the quotation or chart entitled "Loyalty" by Elbert Hubbard be translated into Portuguese and Spanish to be available to the Legal Attaches or the Director for distribution among our South American contacts. It was felt that 100 small size Spanish copies suitable for desk ornaments and 100 large size Spanish copies suitable for framing and placing on the wall, together with 25 copies of each size in Portuguese, would be sufficient at the outset.

Mr. Tolson and Mr. Hendon were vigorously opposed to the printing or distribution of this quotation in any foreign language. They were of the opinion that there was no justification for the expenditure of our funds for such a purpose, that the quotation is a public one not identified in any way with the Bureau and available to anyone who desires it.

The remainder of the Conference consisting of Messrs. Tamm, Glavin, Tracy, Harbo, Morgan and Rosen recommends that such a chart be prepared. They feel that this is a cheap way to gain the cooperation of contacts in the SIS field and pointed out particularly that the very nature of the South American people made them appreciative of gifts of this type.

If the majority viewpoint is approved, it is believed that the translations submitted should be carefully checked by appropriate Bureau contacts to make certain that they are accurate.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

8/19/92 #323013
Classified by Sweeney
Declassify on: OADR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg

66-2554-4354

RECORDED & INDEXED

~~CONFIDENTIAL~~

EX-147

JAN 8 - 1946

THE DIRECTOR

Executives Conference

January 3, 1946
EWTolson

At a meeting of the Executives Conference on January 3, 1946, the following being present: Messrs. Tolson, E. A. Tamm, Glavin, Herbo, Hendon, Nichols, Tracy, Morgan, Rosen and Ladd, the offer of Chief of Police Whitey Hendricks of MGM Studio to make available to the Bureau a complete film of the strike at Warner Brothers Studio was taken up. It was pointed out to the Conference that Chief of Police Hendricks would have to contact top officials in the MGM Studios to secure approval to release this film to the Bureau; and that there might be a danger, should it become known that the Bureau had such film for training purposes, that the press and others might criticize the Bureau for studying methods of strike breaking. It was not felt that the film would serve any practical purpose to the Bureau, and it was therefore recommended that no action be taken to secure this film.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

OK
H

cc Mr. Clegg

Mr. Hendon

EWTolson

66-2554-4355

RECORDED & INDEXED

37 JAN 5 1946

323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

EX-147

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 8 - 1946

SAC, SAN FRANCISCO DECEMBER 28, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

FIREARMS EQUIPMENT
WHALEY GUN SIGHT

Referring to your letter of November 6, this is to advise that, after careful consideration, the Bureau does not feel that the mounting of a flashlight and a gunsight on a revolver is desirable in our work. Inasmuch as our hip shooting position requires the gun to be directly in front of the shooter, the light, it is believed, would make an excellent target.

EPM:HD

12/28/45 - approved by Executives' Conference on 12/28/45 - Messrs, E. A. Tamm, Glavin, Hendon, Harbo, Ladd, Nichols and Morgan being present. EPD:hd

Communications Section
Mailed - 12/29/45 P.M.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

RECORDED
INDEXED

66-2654-4356
FEDERAL BUREAU OF INVESTIGATION
JAN 4 1946
U. S. DEPARTMENT OF JUSTICE

EX-

57 JAN 30 1946

ORIGINAL COPY FILED IN

LBN:bs

The Director

The Executive Conference

January 9, 1946

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Morgan, Harbo, Tracy, Glavin, and Nichols considered Mr. Jones' suggestion that all outgoing letters carry an indication as to whose attention the incoming letter should be directed.

It was the unanimous recommendation of the Conference that no change be made in the present procedure.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK

cc - Mr. Hendon
Mr. Clegg

LBN:bs

RECORDED & INDEXED

66-2554-4357

FBI

30 JAN 17 1946

EX-47

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 8 - 1946

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HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Specifiere

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered the problem of compensatory leave.

Glavin pointed out to the Conference that we have recurring problems in compensatory leave especially with Special Agents in the Field, the most recent problem arising in Springfield, Illinois, in connection with the case entitled "Unknown Subject; Thora Chamberlain, Victim; Kidnaping - Missing Person." The Conference was advised that a number of Agents of the Springfield Office performed work on Saturday and Sunday - November 24th and 25th - and also performed additional work on other days between November 20th and 29th in connection with the aforementioned case; and that the inquiry had been raised by certain of the Agents at Springfield as to the compensatory leave which should be granted to each of these Agents, certain of the Agents requesting information as to whether they would be granted hour-for-hour or just day-for-day on a leave basis. It was further pointed out to the Conference at the time this matter was taken up, when inquiry was made in the Bureau concerning the granting of compensatory leave, Glavin instructed SAC Drayton to allow hour-for-hour compensatory leave earned.

Glavin pointed out to the Conference that it is becoming more difficult to handle these compensatory leave problems and felt that it might be desirable to broach the subject to the Attorney General to ascertain whether payment could be made for work performed over the regular 40-hour week. It was further pointed out that if such an arrangement were made, undoubtedly there would be more overtime performed than at present; and the Bureau's appropriation would be further burdened with these excess charges.

The Conference did not feel at the present time that there should be any request for payment of overtime services for work performed in excess of 40 hours a week; that it be continued to be handled on a compensatory basis.

RECORDED 66-2554-4358

INDEXED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

EX-147

50 JAN 8 - 1946

Copy MAJ

OFFICE MEMORANDUM
MAJ:EB

UNITED STATES GOVERNMENT

TO: Mr. Nichols

DATE: December 18, 1945

FROM: M. A. Jones

SUBJECT: Public Relations

It will be recalled that the field offices send the Bureau tickler copies of letters they write to the public with regard to speaking engagements. Pertinent information from these ticklers is recorded in this Section and thereafter the ticklers are destroyed. These ticklers, in addition to furnishing us information on speech commitments, also give the Bureau an opportunity to see the type of letter SACs are writing to the public.

Frequently SACs write letters to newspaper editors on editorials and other matters and also write commendatory letters to members of the public. The Bureau, however, never gets a chance to see what type of letter is being written, inasmuch as no copy need be sent to Bureau Headquarters. The thought has occurred that perhaps it would be well to require SACs to send to the Bureau tickler copies of all letters of a public relation nature which they write to members of the public so that the Bureau will have an opportunity to see just what kind of a letter they are writing. Letters of this type should be couched in the most friendly terms, but I have felt that in some field offices they may not be prepared too carefully. After the ticklers are reviewed at the Bureau, they could be destroyed.

ADDENDUM:LBN:aml - 12-28-45 - The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols recommended that no change be made in the matter of sending ticklers of letters to the public by SAC's. It was pointed out that this was a matter that the inspection staff should look into.

DIRECTOR'S NOTATION: "OK H."

#323013
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DATE 8/19/92 BY Sgs/ka

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EX-47

66-2554-4359
FEDERAL BUREAU OF INVESTIGATION
JAN 7 1946
U. S. DEPARTMENT OF JUSTICE

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50 JAN 8 - 1946

SAC, DETROIT

DECEMBER 28, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

SOURCES OF INFORMATION
GRAND RAPIDS FIELD DIVISION

*Cont Infs

Referring to your letter of November 23 with respect to source of information cards formerly maintained in the Grand Rapids Office, this is to advise that it will be satisfactory to maintain these cards in the Resident Agency which has been established at Grand Rapids. Exact copies of these cards should, of course, be incorporated in the source of information file at Detroit as soon as possible.

EPM:ER

NOTE: Approved Executives' Conference 12/27/45 those present being Messrs. E. A. Tamm, Glavin, Nichols, Harbo, Tracy, Ladd and Morgan.

Communications Section
Mailed - 12;29/45 P.M.

4360

#3230-3

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DATE 8/19/92 BY

INDEXED

EX-41

66-2554-4360

FEDERAL BUREAU OF INVESTIGATION
JAN 4 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

58 JAN 17 1946

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#323 013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY Spsculbere

MR. TOLSON

MR. CLEGG

December 27, 1945

LYLE M. LATHROP, SUPERINTENDENT
BUREAU OF IDENTIFICATION, KING COUNTY SHERIFF'S OFFICE
SEATTLE, WASHINGTON
APPLICANT FBI NA 31st SESSION Executive Conference

Sources of Information: School records, employers, FBI NA graduate, former wife, police officers, court and police records, Coast Guard records and office informants.

Results of Investigation: Applicant is forty years of age, married, has one child. He attended high school for two years and has studied fingerprinting and photography independently. In school his grades were below average.

After leaving high school the end of his second year, he was employed for three years as a waiter, counterman and cook in Tacoma, Washington and for nine years he worked in a restaurant. His employer for nine years states that he was a good man, a very efficient worker and there was no derogatory information. During January, 1936, Lathrop became Deputy Sheriff under J. Bjorkland. He held this job for seven years. He taught himself fingerprinting and set up a Bureau of Identification. Clyde Knowles, Under-Sheriff during this period, states Lathrop was his most trusted Deputy, was extremely courageous on raids and kept himself in perfect physical condition, is a hard worker, conscientious but drank excessively at times, has been married three times. The head of the Bureau of Records, Tacoma Police Department, states that Lathrop was a good police officer but politically ambitious, prone to "throw his weight around," and likes to impress people. Hagbo stated that Lathrop was the right hand man of Clyde Knowles and was involved in 1939 with Knowles and William Goodwin in the Prosecutor's Office when Mose Barnett, notorious con man, was brought into custody and released on such low bail that he immediately fled. Bertil E. Johnson, whose name has been given by Lathrop as a reference, was also involved. In resulting scandal, Goodwin was forced to resign and he immediately joined Johnson's law firm. Informant Hagbo states he knows personally that Lathrop has been involved with numerous women in the past.

Clyde Knowles, mentioned above, has been reported in the Tacoma Crime Survey as an unsuccessful candidate for the office of Sheriff backed by Frank Magrini, local racketeer in Tacoma. The same survey shows that Knowles when Deputy Sheriff was allied with a syndicate and was subsequently appointed Chief of the Guard at the Todd Pacific Shipyards in Tacoma for the purpose of allowing the syndicate members to control illicit liquor being taken into the shipyard and sold there.

EX-40

Clyde Hagbo, office informant, also reported that Clyde Knowles was involved with John Von Wagoner, notorious con man who fled when brought into custody and his bail reduced. Hagbo states gossip linked Lathrop in this deal. He also states that Lathrop accompanied Knowles on all raids on houses of prostitution when county officers were attempting to cut in on the Tacoma Police Department rake-off from under-world bootlegging, gambling and prostitution. After these raids, Sheriff Bjorkland and City Commissioner Eastwood agreed to split the county rake-off.

Mr. Tolson
Mr. S. A.
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 5 1946

JAN 8 1946

LAH:mfs

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Hagbo admits prejudice against Knowles and that he is not friendly with Lathrop. Chief Criminal Deputy SIG Kittelson states that Lathrop was not involved in the Von Wagoner deal but did accompany Knowles on raids on houses of prostitution. Kittelson states Lathrop does excellent work. Kittelson confirms Hagbo's statements as to gossip about Lathrop and other women but believes that this was during the period of separation between Lathrop and his wife. Office informant, who has close political connections, states Lathrop was not involved in the Von Wagoner affair. Deputy United States Marshal J. P. Vargo states that Lathrop was very close to Knowles but that he was not involved in the Von Wagoner affair and received none of the "gravy."

Mrs. Mata Lathrop married Lathrop in 1929 and divorced him in 1942. She informed the investigating agent that Lathrop had extra marital activities but was the type of individual who was so much interested in his job that he had no time for his home although he has maintained his obligation to support his daughter. The records show that Lathrop married his second wife on July 17, 1928 and divorced her November 26, 1929 on charge of desertion. On December 31, 1929 he married Mata Ruth Malachy and was divorced by her on the grounds of cruelty and inhuman treatment. Thereafter, he married his present wife.

Lathrop's credit rating is satisfactory. He is presently in the Coast Guard Temporary Reserve. His last physical examination was satisfactory. He served in the Coast Guard from August 1944 to August 1945.

Recommendation: FAVORABLE. If approved the attached letter and telegram of invitation will be sent.

Attachment

Mr. Tolson
Mr. S. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Copy mrv

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: DIRECTOR,

DATE: 12-18-45

FROM: SAC, ANCHORAGE

SUBJECT: CLERICAL DAILY REPORTS

In connection with the Bureau regulation regarding the submission of daily reports by stenographers and by the chief clerk's office, I wish to call the Bureau's attention to the fact that there are only two stenographic employees assigned to Anchorage and one clerical employee, who is the chief clerk.

It would not appear that daily reports of these stenographic employees would be necessary, nor would it be necessary for the chief clerk to make a daily report inasmuch as the amount of their work is known to be Special Agent in Charge and it is believed that the filling out of a daily report would serve no material purpose when submitted by any of these employees on a daily basis. It would appear that a report made on Friday, the close of the regular work week, would give a true picture of the amount of work which is pending in either the stenographic department or the chief clerk's office. Therefore, unless advised to the contrary, these reports will be required only once per week, as outlined above.

LOT:MW

Approved by Executives' Conference 1-2-46, Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Ladd, Rosen and Morgan being in attendance.

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RECORDED

EX-71

66-2554-4362
FEDERAL BUREAU OF INVESTIGATION
JAN 8 1946
U.S. DEPARTMENT OF JUSTICE

COPY:KG

1-4-46

SAC, NEW ORLEANS

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

MASTER ASSIGNMENT CARD BOX

Consistent with your letter of December 20, 1945 this is to advise that authority is hereby extended for your office to continue employing the Master Assignment Card Box.

ERM:PJ Approved by Executives' Conference 1/2/46, Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Ladd, Rosen and Morgan being in attendance.

Communications Section
Mailed - 1/4/46 PM

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DATE 8/19/97 BY SP5 Cu/Loc

RECORDED & INDEXED

66-2564-4363
FEDERAL BUREAU OF INVESTIGATION
JAN 11 1946
U. S. DEPARTMENT OF JUSTICE

50 JAN 22 1946

INITIALS ON ORIGINAL - 18

ORIGINAL COPY FILED IN

2. That the name of Commissioner Mackay be added to the Bureau's mailing list so that he may receive future issues of the Uniform Crime Reports as indicated in the attached letter to him.

3. In the event the foregoing recommendations are accepted, the letter attached transmitting the various publications in this memorandum should go forward to Commissioner Mackay.

12/13/45 - The advisability of accepting a man from the New South Wales PD to attend the FBI NA was approved by the Executives' Conference on 12/13/45, Messrs. Rosen, Ladd, Tracy, Harbo and Morgan in attendance. EPM

OK H

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY SP5C/Lee

THE DIRECTOR

12/10/45

T. E. NAUGHTEN

NEW SOUTH WALES, AUSTRALIA POLICE DEPARTMENT

Conference

While in Sydney, Australia, I spent some time with the New South Wales Police Department visiting various installations and conferring with different officials. You will recall that upon my return I conveyed to you various personal messages from Commissioner of Police of that Department, Mr. William J. Mackay. This memorandum consolidates my observations of various activities of the New South Wales PD.

INTEREST IN THE FBI NATIONAL ACADEMY

In way of background Mr. Mackay is a Scotsman who went to Australia some years ago and identified himself early in law enforcement. As Police Commissioner of the State of New South Wales, he is the most important law enforcement officer in all of Australia. New South Wales is the most densely populated, the richest, and the most active state of the six states plus two Federal territories of Australia, and Sydney, the capital of the state, is the largest and wealthiest city in that country. As Police Commissioner, Mr. Mackay is free of politics in that his appointment is somewhat in the nature of a Civil Service appointment. Numerous sources of mine advised me that Mackay is perhaps the most honest law enforcement man in all Australia, one of the most progressive and one of the most intelligent although such statements must be evaluatdd in the light of Mackay's British training. By that I mean that law enforcement, generally speaking, in Australia is patterned closely after the British system. The police officers wear the high crowned helmets and generally react in the same stolid, slow, timeless fashion of the British police.

Mr. Mackay several months ago was in the States at which time he called at the Bureau and met some of the Bureau officials, although the Director was out of town at the time. He expressed himself to me as deeply impressed by the organization and the accomplishments of the Bureau and is particularly interested in the FBI NA. His views on training, however, are somewhat unorthodox from our standpoint as illustrated by his new policy which he placed into effect shortly before my visit. Although there is a police training school known as the New South Wales College on the outskirts of Sydney, Mackay is now placing more emphasis on In-Service training than on new personnel training. With the returning servicemen he is able to undertake a program of filling existing vacancies and thus enforce his staff. He remarked that formerly the new patrolman was given schooling of several weeks at the police college, but that now he is of the opinion that the best method to break the new men in, as well as to meet the serious crime wave sweeping New South Wales, is to give the recruit two days of training following which the recruit goes on the beat for a year. At the end of this year the recruit returns to the Police Academy for a more extended period of training in the fashion of our In-Service training.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Evan
Mr. Gurnee
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

TEN:HD

CC - Mr. M. A. Jones

RECORDED 66-2554-4364

EX-94

57 MAR 22 1946

FEDERAL BUREAU OF INVESTIGATION

JAN 1946

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN

Mackay stated that upon his return from his recent trip to the States, he submitted a report of his observations to the Premier (comparable to Governor) of New South Wales. On the day before my call to Mr. Mackay, the Deputy Premier told Mr. Mackay that the Premier is seriously considering having Mackay send one or more selected men to the States for the purpose of travel, observation and study of American law enforcement methods. The Deputy Premier indicated to Mackay that the Premier would shortly consult with Mackay regarding this and Mackay told me that when he is so approached that without hesitation he intends to pick up the ball and immediately secure approval of the Premier to send at least one man to the States for the express purpose of undertaking training at the FBI NA provided he can secure from the Bureau an appropriate invitation to attend.

I outlined briefly but comprehensively the scope of the FBI NA, pointing out that the Director would be definitely interested in hearing from him as to the result of Mr. Mackay's discussion with the Premier and the possibilities of Mr. Mackay's designating one of his representatives to attend a future session of the Academy. Mr. Mackay said that he will certainly do that and that he is definitely of the hopes that he will be able to request consideration for the attendance of at least one of his men at an early session of the Academy.

I believe it would be of benefit to the Bureau to accept a representative of the New South Wales PD for attendance at the Academy. Although this department is one of six state police agencies in Australia, as pointed out above, it is the dominating police department of Australia and the agency with which we have for sometime maintained communications liaison concerning matters relating to police and law enforcement in Australia. It is recognized that the Bureau policy regarding attendance of representatives from foreign countries provides that normally the Bureau will consider representatives only from national police agencies and not from provincial agencies. However, it is pointed out that the New South Wales PD is comparable in many ways to the provincial police departments of Canada; further that the Bureau has accepted several candidates from the provincial police departments of Canada, a precedent which I believe may well be followed in the event Mr. Mackay makes application.

Attached hereto for your signature in the event you approve is a letter addressed to Mr. Mackay transmitting to him a copy of our application blank and indicating that you would be pleased to receive the completed blank from him. Also attached is a descriptive booklet concerning the Academy which I believe will be of interest to the Commissioner.

CRIMINAL CORRESPONDENCE SECTION

In view of the dominant position of the New South Wales PD amongst the six States Police of Australia over a period of time, the other five police departments have looked to the New South Wales Police as the coordinating body in handling exchange of information between the police of Australia and law enforcement in the United States as personified in the FBI. The particular

section which handles all correspondence not only for New South Wales but the other States Police as well is known as the Criminal Correspondence Section. Constable Lane, Chief Assistant in this section, discussed with me the various aspects of the exchange of information with us. Both Constable Lane and Commissioner Mackay stated that they were deeply appreciative of the attention given by the Bureau to requests emanating from Australia concerning data desired by the Australian police. They had no suggestions to offer as to improvement of this exchange but stated that they trusted that the very productive and pleasant relationship which now exists between the Bureau and the Australian police as evidenced by the exchange of information will continue.

Constable Lane referred to one case in particular in which the Bureau had been of invaluable aid to the New South Wales police; namely the case involving Wolcott Forbes, a fugitive from New South Wales. In that case the New South Wales police requested aid of the Bureau in locating Forbes in the United States and as a result of the Bureau's actions in this regard, Forbes was apprehended and subsequently extradited to Australia following which he was convicted and sentenced to five years' penal servitude. Commissioner Mackay also referred to this case and stated he regards the aid the Bureau rendered in this particular instance illustrative of the type of effective cooperation the Bureau has extended. Commissioner Mackay stated that this case more than anything else proved to the New South Wales Department and to the public of that State, since much publicity was given it, that the Bureau is a really great organization.

UNIFORM CRIME REPORTS

During the course of my discussions with various officers of the New South Wales PD, reference was made to our Uniform Crime Reports Bulletin. I determined that there is no national compilation of crime statistics in Australia. The officers evinced much interest in our crime statistics program and for that reason I have referred to our Uniform Crime Reports in the attached letter mentioned above. Also attached as an enclosure to the letter is the latest issue of the Uniform Crime Reports which I felt will be of definite interest to Mr. Mackay. It is possible that with the reception of our bulletins in the future, the police of Australia might undertake some comparable method of crime statistics compilations. For that reason I believe it would be a fine gesture to include Mr. Mackay's name on the Uniform Crime Reports Mailing List and have so indicated in the attached letter to him.

TECHNICAL LABORATORY

Each of the six States Police agencies in Australia maintains as part of their criminal investigations bureau, their own technical laboratory. Though the New South Wales PD is the largest and most important police agency in Australia, I found their technical laboratory to be pathetically inadequate, understaffed and ill equipped. The technicians, of whom there are six, are for the most part police officers who through experience in simple Laboratory methods have become experts along such lines as firearms identification, crime scene searches and the more simple types of comparisons. For more complicated and extensive scientific analysis, their laboratory must necessarily turn to other government

agencies, such as the Agriculture Department, Forestry Bureau, etc., who do have qualified scientists.

The Chief of the Technical Laboratory is Detective Sergeant Jardine who is actually no more than a draftsman. He showed me some of the work done by him which, for the most part, consists of minute examinations of crime scenes, the taking of very good photographs and the charting of the scenes to exact dimensions. He showed me one method of identifying broken automobile headlight lens which he had developed and of which he was extremely proud. It consists of taking broken lens as received for identification to various automobile dealers and arriving thereby at an actual identification. Thereupon he secures an unbroken copy of the same lens and uses it to make a plaster of Paris mould. He then fits the broken pieces of the specimen lens into the mould which is available for introduction into court. Though this is, of course, a simple matter of reconstruction; nevertheless it is illustrative of the type of simpler accomplishments of which these technicians are particularly proud. It should be pointed out that they are very limited in the scope of their work but I found an extremely high spirit of enthusiasm and conscientiousness of their job.

This Department receives the FBI Law Enforcement Bulletin and I found that much study is given to the articles contained therein, particularly relating to matters of scientific interest.

Though the booklet "FBI Laboratory" is out of print and is being revised at the present time, I thought that Commissioner Mackay might be interested in a copy of our booklet entitled "Firearms Identification" which is attached to the letter addressed to him.

IDENTIFICATION FACILITIES.

Since the New South Wales PD is the sole police agency in the entire state, naturally all fingerprints taken any place in that state are sent to the central filing room in Sydney. In addition, since this department acts as the identification correlation agency for the other States police departments, it receives copies of fingerprints of criminals arrested in other states as well. This is a fairly new undertaking and can be compared to our functions as a central clearing house for identification matters. The fingerprint men pointed out to me that there are still many loopholes which they are attempting to eliminate now but that they have found that the clearing house idea is extremely helpful in the identification of roving Australian criminals.

I believe that our booklet entitled "The Identification Facilities of the FBI" would be of interest to Commissioner Mackay and therefore I am including it in the publications being transmitted to him at this time.

RECOMMENDATIONS

1. That the Bureau accept the application blank which may be submitted by Commissioner Mackay designating a representative of the New South Wales PD for attendance at an early session of the National Academy for the reasons pointed out above.

MR. R. T. HARBO

DECEMBER 14, 1945

I. W. CONRAD

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY spsci/bce

POLICE RADIOS IN BUREAU CARS
MIAMI FIELD DIVISION

In connection with the memorandum from Mr. H. C. Hendon to Mr. Tolson dated June 16, 1945, SAC Danner was requested to furnish additional information in connection with his suggestion that two-way police radios be installed in cars of his Field Division so that two-way communication would be possible with the Florida State Police.

Executive Conf.

By letter dated October 22, 1945, the Miami Field Division advised that their work would be more closely correlated with various law enforcement agencies in the State of Florida and it would be possible to more quickly contact Agents working in the remote parts of the state who are not available to be contacted from the office by the usual means if two-way equipment were installed in certain Bureau automobiles. Routine use of the two-way equipment on the State Police frequency was described as office contacts with Agents having those cars, regular monitoring of the State Police frequency for stolen automobiles, pickups and their locations as well as instantaneous reception of information concerning bank robbers, escaped prisoners of war and other crimes.

The SAC at Miami further advised that in case of emergencies, Agents could be more quickly contacted by the office on raids and surveillances, accurate and instantaneous radio communication could be had and closer correlation would be instituted between the Agents taking part in such activities with other law enforcement agencies, particularly on road blocks and other emergency situations.

It was recommended that three automobiles be so equipped and that they be assigned to Miami and to Resident Agents at Tallahassee and Orlando.

The Miami Field Office has advised that both receivers and transmitters should operate on 31.1 mcs with frequency modulation and that State Police use Motorola equipment with a power output of 50 watts. This office has ascertained at the State Highway Patrol Headquarters at Tallahassee that full cooperation would be extended to the Bureau in the event the equipment was installed and that in routine as well as emergency matters the State Highway Patrol would gladly make all of their facilities available. Their facilities are also available for repair and maintenance of the equipment which provides a satisfactory technical arrangement in that other similar equipment would be available for appropriate testing.

ENCLS. 1-5

RECORDED 62-23717-4365

The SAC at Miami points out that with operation on the State Highway Patrol frequency, complete coverage of the cars in the state of Florida may be anticipated.

INDEXED

JAN 5 1946

Mr. Tolson
Mr. Ely A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Should the Bureau approve purchase and installation of this equipment, it is believed desirable to get two channel transmitters as have previously been purchased and to obtain cowl mount antennas to maintain the disguise of the Bureau cars. In all other aspects, it is believed desirable that the equipment be similar to that used by the Florida State Police so that similar operation may be expected.

INITIALS

REB:PMD:MEH
62-31250

Memorandum for Mr. Herb.

[illegible]. In view of the justification and the specific recommendation from the CPC at Miami, it is recommended that three complete tro-ney FM units be purchased at an approximate cost of $400 each for a total expenditure of about $1200. This equipment should be installed under the regular radio contract of the Miami Field Division.

Should Bureau approval be granted, specifications for the equipment and a letter to Miami are attached.

Attachments

SPECIFICATIONS FOR FM VERY-HIGH FREQUENCY TWO-WAY MOBILE UNITS

I.- GENERAL

A. The contractor shall furnish very-high frequency frequency modulation two-way mobile units as specified below, complete with all necessary accessories, hardware, connectors, cables and parts for installation in passenger car. The units shall be operated from the dashboard of the car.

B. No publication shall be given the award of the contract for furnishing of this equipment beyond that necessary for fulfilling this contract. In any case, no newspaper, periodical or other printed publication may contain reference to this contract.

C. Complete and satisfactory performance tests in the presence of a technical representative of the FBI may be required before acceptance of the equipment offered in fulfillment of this contract. These tests are at the option of the FBI.

D. The equipment and components supplied must fulfill G.H.A. requirements and each bid must contain a contractor's guarantee for one year with operation within manufacturer's recommended conditions.

E. The equipment offered must be of a standard manufacture and of a type having had satisfactory actual use. Bids offered by concerns which have little recent equipment of this type in use may be rejected for that reason.

F. The equipment supplied shall be adjusted for immediate operation on the frequency specified. Should a contractor desire to have the equipment installed by his field representative, the facts of such arrangements should be stated in his bid.

II.- SPECIFICATION

A. Power Output

The transmitter shall deliver at least 30 watts of radio frequency power to the antenna on the specific frequency given below.

B. Frequency Range

The equipment shall be designed for operation on a frequency between 30 and 42 megacycles.

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DATE 8/19/92 BY Sgowalbe

66-2554-436

ENCLOSURE

C. Crystal

A suitable crystal for the transmitter shall be supplied with the equipment and shall provide proper crystal control of the frequency of the transmitter. A crystal for operation of the second channel need not be supplied since the frequency of that channel is not known at the time of this contract.

D. Stability

The stability of the output frequency shall be 0.01 per cent of that frequency.

E. Modulation

With normal speaking voice level input to the microphone, the transmitter shall deliver a signal having frequency modulation of plus and minus 15 kilocycles, using the audio input frequencies between 300 and 3000 cycles. The equipment must operate satisfactorily with other two-way FM equipment manufactured by the Galvin Manufacturing Corporation.

F. Circuit

The transmitter shall be a crystal-controlled phase modulation type transmitter. The circuit and equipment shall be provided for two-channel operation by means of an extra push button on the microphone. The extra push button shall not be connected at the microphone jack. All necessary jacks for testing and tuning shall be included.

G. Power Supply

The primary power source for this equipment will be 6 volts D. C. The high voltage shall be obtained by the use of a suitable dynamotor.

H. Physical

The transmitter shall weigh less than 35 pounds and shall measure less than 10" x 14" x 10". The finish shall be blue-grey wrinkle paint.

I. Operating Frequency

The transmitter shall be properly adjusted for operation on a frequency of 31,100 kilocycles.

J. Equivalent

The equipment supplied shall be Motorola HMN-30M-C1 or equivalent.

III.- DETAILS

A. General

Frequency modulation receivers shall be supplied for installation and complete operation in passenger cars. Fixed frequency, crystal controlled receivers shall be furnished.

B. Selectivity and Sensitivity

With a signal input of 6 db below standard reference level, the selectivity of the receiver is to be at least 30 kc. When the signal input is increased to 60 db, the band width is to be less than 120 kc. There shall be 20 db noise quieting with a signal input of 0.4 microvolt.

C. Stability

The receiver shall remain tuned for maximum response to within 3.5 kc of the operating frequency under mobile operating conditions.

D. Controls

A standard two-way mobile radio control panel shall be supplied.

E. Power Output

The receiver shall have a power output of 1 watt with 10 per cent maximum distortion.

F. Power Supply

The primary power source shall be 6 volts D. C. and the high voltage power shall be obtained by use of a D. C. synchronous vibrator.

G. Power Consumption

The receiver shall have a power consumption of less than 0.5 amperes at 6 volts D. C.

H. Circuit Design

The receiver is to employ a double-conversion superheterodyne circuit employing a crystal oscillator and a temperature compensated discriminator transformer to insure stability.

The carrier-off noise suppression circuit used in this receiver is to be so designed that it discriminates against amplitude modulated signals (such as random noise) and passes constant-amplitude frequency modulated signals. This device must prevent audio output from the receiver except when a frequency modulated carrier in the frequency to which the receiver is tuned is present.

Jacks are to be provided so that all current and voltage readings necessary to put the complete unit in proper operating condition may be obtained outside the receiver chassis.

The audio system of the receiver must be designed to provide maximum speech intelligibility when the receiver is used with standard police FM radio transmitters.

I. Physical

The receiver shall weigh less than 25 pounds, shall measure less than 9" X 14" X 10" and shall have a blue-grey wrinkle finish.

J. Operating Frequency

Each receiver shall be properly adjusted for operation on a frequency of 31,100 kilocycles. Suitable crystals necessary for this operation shall be supplied.

K. Equivalent

(See Section II J)

IV - ACCESSORIES

The following shall be supplied with each two-way unit:

23 ft. antenna concentric cable
17 ft. control cable for dashboard operation
17 ft. very heavy battery cable suitable for this unit
Control unit, standard Motorola mobile unit control, or equivalent
Microphone (airplane style), standard Motorola military microphone or equivalent
Quarter-wave antenna, three section collapsible, Motorola special cowl mount antenna or equivalent
Complete set of tubes
Back-of-grill type of loud speaker, Motorola FM mobile standard or equivalent.

V - QUANTITY AND DELIVERY

Three complete FM mobile two-way units shall be supplied. They shall be delivered to the Special Agent in Charge, 1300 Biscayne Building, Miami 32, Florida.

THE DIRECTOR

THE EXECUTIVE CONFERENCE

December 17, 1945

The Executive Conference of December 17, 1945, consisting of Messrs. E. A. Tamm, Tolson, Rosen, Ladd, Hendon, Harbo, and Glavin considered a recommendation made by Jessie R. Skilling, R. N., head of the Health Service, wherein it was suggested that a personal communication from the Director go forward to nineteen physicians who have been particularly helpful to the Bureau during the past calendar year in the treatment of Bureau employees.

The Conference was advised that on many occasions these physicians would give our employees appointments even though their schedules were filled; they gave emergency treatments on a number of occasions, and in certain instances treatment was given without cost or very little cost to the employee.

The Conference unanimously recommends that the communication suggested by Mrs. Skilling be forwarded to the doctors in question.

Should the Director approve, the appropriate communications will be immediately prepared.

Respectfully Submitted,
FOR THE CONFERENCE

E. A. Tamm

Clyde Tolson

#323013

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DATE 8/19/92 BY Spec/Lace

166-2554-
NOT RECORDED
JAN 22 1946

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OFFICIAL ORIGINAL

ADDENDUM: There are attached for approval letters to the doctors on the Bureau's list whose names were furnished by Mrs. Skilling. The Administrative Indices were checked on these names and nothing was found which would provide an objection to sending these letters, and in addition, Mrs. Skilling stated that the Bureau's experience with these doctors who have favorable reputations in the professional world has been such that no objection seems to exist as to why the letters should not be sent. This list represents the complete list of all doctors who have cooperated with the Health Service.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 JAN 29 1946

CC: Mr. Hendon
Mr. Clegg

THE DIRECTOR 1/10/46

THE EXECUTIVE CONFERENCE

In connection with a bribery case, Mr. Hendon recently conferred with Assistant United States Attorney Joseph Hildenberger of Philadelphia. In the bribery case after the subject had received a pay-off of $1,000 at a third party's home, it was expected that he would proceed to a hotel where a split of the funds would be made with another subject. While he was under surveillance, however, instead of proceeding to the hotel he proceeded toward his home and the Agents took him into custody. At a later time when he was permitted to make a contact and an appointment with the second subject, the latter individual refused to accept the envelope containing the $1,000. As a result it was impossible to tie the second subject into the case.

Mr. Hildenberger suggested that in cases of this type it would be well for the Bureau to maintain counterfeit money in the various field offices. He said it would then not be necessary for Agents to make immediate arrests after passage of the pay-off money to subjects since the protection of money belonging to someone else would not be involved. He said he felt that in instant case it might well have been possible to permit the subject to enter his home and to be surveilled therefrom to a possible meeting with the second subject. If he did not keep such an appointment, it might have been advisable to permit him to pass some of the money and to make the arrest in due time. He suggested as an alternative to counterfeit money that the Bureau itself might furnish the cash to be utilized on pay-offs of this type with an understanding that all or a portion thereof might be lost through not making an immediate arrest.

The Conference composed of Messrs. Glavin, Tracy, Hendon, Nichols, Ladd and Long considered this suggestion and unanimously recommends that it not be adopted. The Conference pointed out that to use counterfeit money for such a purpose would undoubtedly be very objectionable to the Secret Service Division of the Treasury Department with which the problem would have to be cleared. The Secret Service could well object that the FBI was making it possible to put into circulation counterfeit United States currency.

The Conference further felt that if the FBI itself furnished good cash for this purpose, the question of entrapment could always be raised and would result in embarrassment. In addition the Conference felt that the subject in instant case was properly taken into custody shortly after the money was passed to him and before he was given an

Mr. Tolson
Mr. Ba[illegible] Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ECH:DW

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13 JAN 14 1946

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56 JAN 17 1946

opportunity to dispose of it. The Conference pointed out that it is usual in these cases that a subject in soliciting a bribe makes some excuse to the effect that he is merely to pass it on to some third party which may or may not be true and from the investigative standpoint it is better to take the man into custody at the outset rather than to permit him to dispose of the money in any way.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

IN REPLY, PLEASE REFER TO
FILE NUMBER

STRICTLY CONFIDENTIAL

January 2, 1946

BUREAU BULLETIN NO. 1
Series 1946

(A) WAR LABOR DISPUTES ACT. -- With respect to the War Labor Disputes Act Program the Criminal Division of the Department of Justice has now advised the Bureau that in view of the fact most war industries have reconverted to civilian production since the cessation of hostilities, it will no longer be necessary for the Bureau to furnish any information to the Department concerning strikes or other labor disturbances. The Criminal Division further informed that in the event the Department at a future date desires to be advised concerning any labor matter, a specific request for such information will be made of the Bureau.

In view of the new policy announced by the Department, no further information need be furnished to the Bureau under the character "Sabotage" relative to any labor disturbance.

#323013 Sp5ci/bce 8/19/92
DECLASSIFIED BY Sp8 BTS/mhm
ON 3-25-83

STRIKES OR OTHER LABOR DISTURBANCES WHICH ARE STILL OF INTEREST TO THE BUREAU

The Bureau is still interested in receiving information with respect to labor disturbances which involve:

1. Actual or impending strikes or other labor disturbances which appear to be Communist inspired or promoted.

2. Actual or impending strikes or other labor disturbances which involve racial agitation.

Instructions relative to the submission of information concerning these two types of labor disturbances are set out below.

COMMUNIST INFILTRATION OF LABOR ORGANIZATIONS

In connection with the Bureau's investigations in this field, the submission of information concerning actual or impending strikes or other labor disturbances which are Communist inspired or promoted and which involve a labor organization under authorized inquiry is a necessary part of this type of case. The Bureau should be advised by teletype when the Communist Party or individual Communist trade unionists appear to be instigating or actually promoting a major strike. Current information regarding the important developments in the strike and the part being played by Communist groups in the disturbance should be promptly submitted up to and including termination of the work stoppage. Material in these circumstances should be forwarded under the caption "Communist Infiltration of (the labor group involved), Internal Security - C". 66-2554

In accordance with the Bureau's long standing policy in cases dealing with trade unions, no active inquiries of a strike situation should be made unless the labor organization involved is the subject of an authorized Communist infiltration investigation. It is also again stressed that your inquiries regarding an

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ORIGINAL FILED IN 66-03-716

MAR 7 1956 ~~SEP APR 2 1946~~ ~~66-03-716~~ MAR 7 1956

impending or actual strike by unions under authorized investigation must be extremely discreet and must be confined to contacts with informants and sources of information whose reliability is assured.

FOREIGN INSPIRED AGITATION AMONG THE AMERICAN NEGROES - INTERNAL SECURITY OR (RACON)

Information regarding actual or impending strikes or other labor disturbances which involve racial agitation in the future should be reported in connection with the Bureau's program of following racial conditions in the various field divisions. This bulletin is no wise amends or changes instructions which have previously been issued with respect to the handling of information received in connection with this program.

POSSIBLE VIOLATIONS OF THE WAR LABOR DISPUTES ACT

The above instructions do not in any way reduce the Bureau's responsibility under the War Labor Disputes Act and all information received in the field concerning possible violations of this act should be promptly reported to the Bureau by teletype in accordance with instructions set forth in Section 4F of the National Defense Manual, pages 30-36 inclusive.

(B) NATIONAL STOLEN PROPERTY ACT - INVESTIGATIONS. -- The Bureau desires that in all thefts and burglaries involving jewelry or securities valued in excess of $50,000.00, the proper field office maintain close and intimate contact with the local authorities conducting the investigation in order that any information indicating a possible Federal violation will immediately come to the Bureau's attention. It is not desired that the Bureau publicly or in the eyes of local law enforcement agencies accept the primary responsibility for investigations of this kind unless and until there is some positive showing of a violation of a Federal Statute within the Bureau's jurisdiction. It is not believed possible or practical, however, for the Bureau to successfully enter a case of this kind a considerable period of time after the initial theft or burglary has occurred. It will be required, therefore, that each Special Agent in Charge properly arrange to maintain the closest possible liaison with local authorities in cases of this kind, so that if and when the Bureau enters a case, it will have all of the necessary background, information and data to permit prompt and efficient development of the facts relating to the Federal violation.

In thefts or burglaries in which the value of jewelry, securities or other merchandise is less than $50,000.00, appropriate consideration should be given, of course, to the possibility that a potential violation of the National Stolen Property Act may be disclosed and, of course, proper liaison should be maintained with the local authorities in accord with the Bureau's previous instructions. The purpose of this bulletin, however, is to emphasize the fact that in

cases in which the value of the stolen material is in excess of $50,000.00, special consideration should be given to the possibilities of a possible violation within the Bureau's jurisdiction.

Very truly yours,

John Edgar Hoover

Director

Copy mrv

66-2554-436

DECEMBER 26, 1945

SAC, MIAMI

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

POLICE RADIOS IN BUREAU CARS
MIAMI FIELD DIVISION

Reference is made to your letters of October 22 and November 20 in which you recommend the installation of three FM two-way units in cars of your Field Division.

The Bureau has approved the purchase and installation of this equipment which is being ordered and which will be delivered directly to your Field Office from the manufacturer.

It is desired that you have this equipment installed by your radio contract firm and that the Bureau be immediately advised upon the satisfactory completion of the installation work. The equipment being ordered will transmit and receive on a frequency of 31,100 kilocycles in compliance with your desires. It will also provide elements for transmission on two separate channels but will be connected only for operation on the above frequency. It will also be equipped with a cowl mount collapsible antenna which will provide some disguise in the operation of the Bureau cars without appreciable reduction in the effective range of communication.

Since 50 watt transmitters are being ordered, it is desired that you obtain heavy duty generators, Auto-Lite, Model GEC-4801 or American Bosch, Type ARKC, or equivalent, locally, in order that the charge of the car battery may be maintained at a higher level. You should also make provision for the installation of an extra battery in the trunks of the FM cars in which case the technical specifications supplied to you by Bureau letter dated October 18 entitled "FM Two-Way Radio Automobiles" should be followed.

Approved by Executive Conference
12-26-45, composed of Messrs. E. A. Tamm
Ladd, Tracy, Morgan, Glavin, Hendon,
Nichols, Harbo.

COMMUNICATIONS SECTION
MAILED - 12-27-45 - PM

RWS:PJD
62-34250

#323013

FEDERAL BUREAU OF INVESTIGATION
JAN
U. S. DEPARTMENT OF JUSTICE

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58 JAN 23 1946

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

The Executive Conference of January 4, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Tracy, Harbo, Nichols, and Glavin considered a request by the Special Agent in Charge at New Orleans concerning 24-hour duty for that office.

It was pointed out to the Conference that there is considerable activity in the New Orleans Office after midnight; and the Special Agent in Charge pointed out that during the month of September, there were 29 calls received after midnight and on several nights 3 calls were received between midnight and 8:00 A.M.; that during the month of October, 34 such calls were received and as many as 4 calls being received in one night; that during the month of November, 33 such calls were received, 4 being received in one night; and that during the first 11 days of December, 13 calls were received after midnight.

SAC Weeks pointed out that he has not been in New Orleans a sufficient period of time to have the appropriate connections made with his home phone; however, the Supervisor who is receiving the calls is getting very little rest. Weeks, therefore, recommended that an additional clerk be appointed in order to keep the office open from midnight to 8:00 A.M.

The Conference recommends approval of the request of the Special Agent in Charge at New Orleans. Should the Director approve the recommendation of the Conference, steps will be taken to furnish the New Orleans Office with an additional clerk so that that office will be open 24 hours daily.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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66-3554-4367

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg
Mr. Hendon

6 JAN 17 1946

NRG:val

COPY: FC

SAC, KNOXVILLE

DECEMBER 28, 1945

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

Reference is made to your letter of December 10, 1945, suggesting:

(1) That Bureau form FD-76, the daily stenographer's report, be printed on onion skin paper rather than the heavy paper which is now used, and

(2) That upon the next printing of dictation slips there be indicated on the slip, in addition to the information now present, the words "Summary Report," "Parole Report" etc.

This is to advise that upon the next printing of form FD-76 these forms will be prepared on onion skin paper as suggested.

However, it is not deemed advisable to further increase the amount of information appearing on the dictation slip in view of the desire to keep this aid as simple and concise as possible.

It was very thoughtful of you to bring both of these matters to the Bureau's attention.

EPM: ER

NOTE: Approved Executives' Conference 12-27-45 those present being Messrs. E. A. Tamm, Glavin, Nichols, Harbo, Tracy, Ladd, and Morgan.

COMMUNICATIONS SECTION

DEC 29 1945

RECORDED

EX-2

#323013
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66-2554-4368
FEDERAL BUREAU OF INVESTIGATION
JAN 11 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

58 JAN 23 1946

ORIGINAL COPY FILED IN

HM:FE

THE DIRECTOR

January 9, 1946

A. Rosen

DESERTORS - ESCAPED MILITARY AND NAVAL PRISONERS

Under Bureau Bulletin No. 68, Series 1945 the field is authorized to accept cases for immediate investigation involving escapees from U. S. Disciplinary Barracks and Naval prisons. Since the issuance of this bulletin arrangements have been made with the approval of the War Department to accept cases in the field involving escapees from Army Rehabilitation Centers. These centers are correctional institutions and are identical in every way with U. S. Disciplinary Barracks except that the inmates are those whom the Army feels can be rehabilitated and should not be subjected to the strict discipline of the U. S. Disciplinary Barracks. It is also believed desirable, in view of our experiences with these cases, to emphasize to the field that the acceptance of these cases is restricted to escapees from certain institutions.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin advising the field that cases may now be accepted from Rehabilitation Centers and emphasizing the restrictions on these cases be issued.

Attachment

ADDENDUM: The Executive Conference approved the attached Bulletin on January 10, 1946, with Messrs. Glavin, Harbo, Tracy, Nichols, Hendon, Ladd and Rosen in attendance.

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66-2554-4369

FEDERAL BUREAU OF INVESTIGATION
JAN 10 1946
INDEXED ON ORIGINAL

O.K.
H.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-96

56 JAN 17 1946

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 14, 1946

The Executive Conference of January 14, 1946, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Harbo, Tracy and Glavin considered the assignment of employees to alien enemy investigations in Europe.

It was pointed out to the Conference that Mr. C. E. Rhetts, Special Assistant to the Attorney General who is going to Europe in connection with the alien enemy investigations, has secured a communication from the Assistant to the Attorney General permitting the payment of overtime for members of the Attorney's staff while in Europe.

It was pointed out to the Conference that due to inflation and black market activities on the continent, prices are exceedingly high; however, the Conference did not feel that any exception should be made for any Bureau employees who may go to Europe in connection with these investigations in allowing payment for overtime service performed, pointing out that if such a procedure were approved for employees in Europe on assignment to follow, it would be reasonable to approve payment of overtime services for employees in the continental United States and also for employees on SIS.

The Conference felt that the payment of $7.00 a day per diem to Bureau employees while assigned to these alien enemy investigations in Europe would suffice and recommended that this procedure be followed by the Bureau.

OK

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED
INDEXED 166-2554-4370
EX-40
32 JAN 16 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
WRC:val

cc - Mr. Clegg
Mr. Hendon

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59 JAN 18 1946

LBN:hbm

The Director

The Executives Conference

November 23, 1945

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The Executives Conference, consisting of Messrs. Tamm, Glavin, Hendon, Coffey, Hince, Tracy, Ladd, Rosen and Nichols, considered our present communications with the Anchorage Office.

At the present time all of our communications are carried on through our radio network. The radio station is located three miles south of Anchorage and presently operates on a 16-hour day. During the remaining 8 hours the operator on duty the preceding 8 hours sleeps in the radio station. While this is voluntary, nevertheless he is under orders and could conceivably call this overtime.

We have two male and two female operators presently assigned to Anchorage. The cost of maintaining the Anchorage radio station, including depreciation, is $1,567 per month. On the basis of the traffic handled, if wire service were available the cost would amount to approximately $500 a month. There are two possibilities:

1. The Alaska Communications System operated by the Army has now advised that they will handle messages free of charge from Alaska to the point where they enter the United States--namely, Seattle. At Seattle messages will be forwarded to the Bureau by Western Union collect, or arrangements could be made to have the messages relayed to the Seattle Office and relayed to the Bureau by teletype. There is no indication as to the type of service which could be expected from the Alaska Communications System. We do know from previous experience, prior to the installation of the Bureau's radio station, that a system similar to the Alaska Communications System had been used for some time. This service was operated by the Army and was very unsatisfactory, and unless the Alaska Communications System is much better we would continually experience difficulty in carrying on communications.

2. Western Union does operate to Alaska. The Western Union people state that their service is normally good, and there should be no undue delay in the delivery of traffic addressed to Alaska.

125 RECORDED & INDEXED 166-2554-4371

EX-40

The Conference was unanimously opposed to utilizing either of these systems. Secondly, the Conference was unanimously in favor of placing the radio station in Alaska on a one-shift basis, assuming the calculated risk of the station being unguarded for the remaining 16 hours.

Prior to Inspector Stein's departure for Alaska for

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
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Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

55 JAN 18 1946

inspection purposes, Mr. Nichols requested that he survey the possibilities of the operating hours being changed to a one-shift basis, and if the traffic could be handled and the security risk involved be considered. Inspector Stein has reported that the bulk of the traffic, over an extended period of time, has been handled from 8 a.m. to 4:30 p.m. Alaska time. He, accordingly, recommended that an operator be assigned on duty only between 8 a.m. and 5 p.m. daily; that only two operators be assigned to Alaska; that while the operator working from 8 a.m. to 5 p.m. would be putting in nine hours a day since he was taking his lunch with him and the work week would consist of 7 days of 9 hours each, nevertheless the Inspector recommended that the two operators could alternate so that each one would actually be on duty for three and one-half days a week, thus giving him 31½ hours of actual operating duty with two days off each week. The additional hours up to 40 could be spent in station maintenance and repairs and encoding and decoding messages.

As to security, the Alaska Office had previously consulted a local carpenter, who informed them for less than $100 he could make shutters for the four windows in the Pacific Hut, the one window in the emergency generator building, reinforce the panel door of that building and the two doors of the Hut, install wooden bars on the windows and door of the Hut and install new locks on all doors. Inspector Stein believed with reinforcing all the doors and windows and changing the locks on the Hut and the emergency generator building, the Bureau can close the station down at 5 p.m. daily without maintaining a security watch; that while this will not provide absolute security, nevertheless it is a chance which the Inspector believes the Bureau must take. In addition, the Inspector recommended the erection of a cyclone fence around the Hut and the generator building. There are three neighbors living within 400 yards of the station, all of whom are reputable and who are advised as to the use of the station. Inspector Stein recommended that the cooperation of the three neighbors be solicited so that any indication of trespassing or instrusion can be immediately brought to the attention of the Agent in Charge.

The Conference was unanimous in recommending the adoption of the foregoing recommendations and maintaining the Anchorage radio station on a one-shift basis from 8 a.m. to 5 p.m. Alaska time, which is 10 to 7 San Diego time and 1 to 10 Washington time.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

O.K. Has consideration been given to meeting the night work with our own offices?
H.

cc - Mr. Clegg
Mr. Hendon

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

The Executive Conference of January 14, 1946, consisting of Messrs. Tolson, Rosen, Hendon, Ladd, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by Miss Johanna Auerswald of the Files Section pertaining to leave record cards.

Miss Auerswald suggested that leave record cards be maintained for a period of six months or one year in the Leave Section of the Chief Clerk's Office, at the end of which time they be destroyed. She points out that at the present time leave record cards are sent to the Personnel Records Section from the Chief Clerk's Office two months after the date of an employee's resignation, and they are then filed in the individual personnel file of the former employee.

Mr. Walkart suggested that leave record cards be maintained for a reasonable period of time; and that in the event there is not sufficient space in the Leave Section of the Chief Clerk's Office to maintain these leave record cards for a period of six months or one year, available space could be located on the eighth floor.

EX-30 RECORDED 66-2054-4372

Glavin pointed out to the Conference that the Leave Regulations as approved by Congress provide that when an employee is appointed, reappointed or transferred without a break in service from a permanent or indefinite position to a temporary position, his leave account shall be disposed of in certain ways, among those being that the leave record be transmitted to another agency at a later date where the former employee may have secured employment. Frequent inquiries are received from agencies who are considering a former Bureau employee as to the amount of leave he took while in our employ. It has also been the policy to consider the amount of leave taken in approving requests for reinstatement. It is also necessary to recredit any leave of an employee who returns to active service after a war transfer.

Glavin pointed out that the Leave Clerk recommends that leave records continue to be filed in the personnel file of former employees since they are of the same value as any other permanent record kept on Bureau personnel. It was further pointed out that it would be necessary also to secure approval of Archives before any disposal of such records could be made.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 18 1946

WRG:val

#323013

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Glavin advised the Conference that these records have been particularly helpful over a long period of time; and in view of the present leave regulations which make even more necessary the maintenance of a very accurate leave record on former employees, it would be to the advantage of the Bureau to maintain these records as they are maintained at the present time.

The Conference recommended, therefore, that the leave record cards continue to be maintained in the same manner as they are now. Should the Director approve, the attached communication should go forward to Miss Auerswald.

Respectfully submitted,
FOR THE CONFERENCE

OK
H.

Clyde Tolson

E. A. Tamm

Attachment

CC - Mr. Clegg
Mr. Hendon

THE DIRECTOR

1/16/46

THE EXECUTIVES' CONFERENCE

SPEAKERS FOR CURRENT SESSION OF FBINA GRADUATION EXERCISES

The Executives' Conference on January 11, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Harbo, Ladd, Rosen, Hendon and Clegg, considered the matter of speakers for the graduation of the current session of the FBI National Academy on Friday March 29, 1946.

The Conference unanimously recommended that invitations be extended for two speakers in the order named:

1. Former Governor Harold Stassen of Minnesota
2. Henry Ford, ~~Jr.~~, the President of Ford Motor Company
3. Justice Harold H. Burton, U. S. Supreme Court
4. Mr. Paul Smith of the San Francisco Chronicle

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

EX-30

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JAN 18 1946

① Spiritualism

Salem Department
Clemmons, N.C.

RECORDED & INDEXED

66-2507-4374

FEDERAL BUREAU OF INVESTIGATION
JAN 1 1946
U.S. DEPARTMENT OF JUSTICE

58 JAN 29 1946

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[illegible] January [illegible], 1946

[illegible] Field Office of Investigation

[illegible]

[illegible] dated January [illegible], 1946 setting forth a [illegible] This school is approved and will follow [illegible] the subjects indicated:

[illegible]	January [illegible], 1946	9-12 Noon 1-5 PM	SA W. E. Gudger, Los Angeles
[illegible]	January [illegible], 1946	9-12 Noon 1-5 PM	SA W. E. Gudger
[illegible]	January [illegible], 1946	9-12 Noon 1-5 PM	SA W. E. Gudger
[illegible]	January 31, 1946 and February 1	9-12 Noon 1-5 PM	SA W. E. Gudger
[illegible]	February 4, 1946	2-5 PM 7-9 PM	SA T. J. Kellogg, Los Angeles
[illegible]	February 5, 1946	2-5 PM 7-9 PM	SA T. J. Kellogg
[illegible]	February 6, 1946	2-5 PM 7-9 PM	SA T. J. Kellogg
[illegible]	February 7, 1946	2-5 PM 7-9 PM	SA W. E. Smith, Los Angeles
[illegible]	February 8, 1946	2-5 PM 7-9 PM	SA W. E. Smith

[illegible] does not clearly indicate whether the instruction is to be [illegible] would be for a period of seven straight hours each day or [illegible] half to one group of officers and the last half to a different group of officers, the San Diego Office should immediately advise the Los Angeles Office regarding this matter.

FILED
JAN 10 1946

SA M. E. Codger - Los Angeles - Armed

SA M. J. Kellogg - Los Angeles - Armed

SA M. E. Smith - Los Angeles - Armed

M. A. Jones - Crime Records

(On the recommendation of the Executives' Conference, December 17, 1945, the Director approved the actual supervision of firearms training by qualified Bureau Firearms Experts on an experimental basis in the schools. SA M. E. Codger was a firearms instructor at Quantico and is capable of handling this assignment.)

LB:lmm

Nelson
A. Rosen
Clegg
Conroy
Glavin
Ladd
Michaels
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Mohr
Tele. Room
Nease
Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

The Executive Conference of January 9, 1946, consisting of Messrs. Ladd, Nichols, Long, Hendon, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Albany, received from Special Agent Orrell A. York of that office, to the effect that a copy of the Territorial Allocation List be placed inside the cover of the Postal Guide so that an Agent or Stenographer desiring to look up information on a lead can complete the transaction in one motion without having to look up the matter first in the Postal Guide and then in a Territorial Allocation List.

The Conference is opposed to the adoption of this suggestion, it being pointed out that to prepare such Territorial Allocation Lists, we would have to secure an off-size paper; and we would have to reprint all of the Territorial Allocation Lists so that it would fit inside the Postal Guide. At the present time the regular size Territorial Allocation Lists are in possession of each Field Office and are available to the stenographer, clerical and Special Agent employees. It is not felt that any undue hardship is caused by not having an off-size Territorial Allocation List which would be placed in the Postal Guide. As a matter of fact, the List could be maintained by the various stenographers in the same space where the Postal Guide is maintained.

Should the Director approve the Conference recommendation, the attached communication should go forward to Special Agent York in connection with this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 146-2554-4315

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 21 1946

Attachment

cc - Mr. Clegg
Mr. Hendon

WRG:val

#323073

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SPSC/6

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

The Executive Conference of January 4, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Tracy, Harbo, Nichols and Glavin considered a suggested letter to all Special Agents in Charge concerning the reinstatement of Bureau personnel, advising the SACs that a photograph appropriate for preparing credentials be forwarded to the Bureau immediately after the reinstatement of any employee who had a credential card at the time the employee was placed on leave or resigned.

This request is going forward to the Field due to the fact that Special Agents and others who had credential cards are returning to active duty at the present time and there is a delay in issuing appropriate credentials due to the fact that photographs are not being forwarded to the Bureau promptly by the Field Offices.

The Conference approved the transmission of the attached letter to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK.

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

RECORDED & INDEXED

173

43716

323013

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HEREIN IS UNCLASSIFIED
DATE 8/19/92 By Sec/Sec

EX-47

OJK:VH

The Director

A. Rosen

January 10, 1946

SUGGESTED BUREAU BULLETIN
DESERTERS - REWARDS TO CIVIL OFFICERS

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Spaeilbe

In view of the difficulties experienced by local officers and the general misunderstandings which have resulted with regard to rewards paid for the apprehension of deserters, there is attached hereto a suggested Bureau Bulletin supplementing prior instructions with regard to rewards to civil officers contained in Bureau Bulletin No. 10, Series 1945, Section D, dated February 21, 1945, and in Bureau Bulletin No. 39, Series 1945, Section A, dated June 27, 1945.

BACKGROUND

At the institution of the deserter program, all offices were advised of the regulations of the Armed Services concerning the payment of rewards to civil officers for the apprehension and return of deserters. It has been found in practice, however, that the applicable regulations have received many interpretations by local representatives of the Armed Services in the field, by local law enforcement officers who have assisted Bureau Agents in apprehending deserters, and by Bureau Agents themselves. In addition, these regulations have received official interpretations by the offices of the Judge Advocate General of the Army and Navy, which modify or explain the manner of their application in individual cases.

As a consequence, many local officers who have assisted the Bureau in the apprehension of deserters have experienced difficulty in collecting rewards which they feel are properly due them. In some instances, rewards have not been paid due to failure to conform with certain technicalities where they might have been paid if Agents had been in a position to provide proper guidance to local officers. Difficulties of this kind have been particularly frequent in Navy cases due to the opposition of some Naval personnel in the field to the payment of rewards since such rewards are deducted from the deserters' pay.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 JAN 22 1946

INITIALS ON ORIGINAL - [illegible]

RECORDED NOT RECORDED
85 JAN 21 1946

ORIGINAL FILED IN 66-2657-4370

Expediting Copy

The Director

PROPOSED BULLETIN

The attached bulletin covers the points where difficulties have been most frequently experienced in the field and is the result of a lengthy study made by the Deserter Desk of the nature of these problems and the proper procedures by which they might be eliminated.

Issuance of these general instructions will eliminate dozens of letters each week presently received from the field concerning these questions. It has been noted that the same questions repeatedly arise in various field office territories.

The pertinent sections of this bulletin have been carefully checked by the proper representatives of each branch of the Armed Services.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM: Approved by Executive Conference on 1-10-46 with Messrs. Glavin, Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance.

OK H

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 18, 1946

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the request received through the Mexican Embassy that the Laboratory examine 4 documents alleged to bear forged signatures. The face value of the notes totals $200,000 and they are involved in a civil suit in Monterey, Mexico. The plaintiff is James A. Savage, an American citizen. One of the defendants is a Mexican and the other is an American citizen, William E. Hughes. The Mexican attorneys of all three parties to the suit, accompanied by the Legal Counselor of the Mexican Embassy, called on Mr. Harbo yesterday and advised that they all desired that the examination be made. The Counselor of the Mexican Embassy explained that he would be willing to make a formal written request through the State Department if that was desired.

Later, on January 17, the State Department advised that the plaintiff James A. Savage had appeared there and violently objected to the FBI's making any examination, claiming that his Mexican attorney had sold him out.

The Conference unanimously recommended that the examination not be made by the FBI for the following reasons:

(1) - It is a civil case.

(2) - The trial is outside of the United States.

(3) - The plaintiff is opposed and claims his attorney has doublecrossed him.

Since the State Department has indicated that the matter will be referred to the Attorney General, a memorandum advising the Attorney General has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

EX-30

INDEXED

SEARCHED

100-25554-4378

31 JAN 21 1946

#23013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/82 BY Spec/Loc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon
Liaison

9 JAN 22 1946

COPY:FC

SAC, ANCHORAGE

January 10, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

With reference to your letter of December 27, 1945, requesting copies of all criminal records furnished to agencies in Alaska be directed to your Office, arrangements have been made at the Bureau in accordance with your request.

The arrangements will be for a trial period and you will be advised at a later date whether or not it will be possible to continue the trial procedure on a permanent basis.

File - Matters Alaska

SJT:obp

The Executive Conference approves a trial of the suggested procedure. The Recording Section of the Identification Division has made arrangements for the stamping of all criminal prints received from Alaska in order that copies will be submitted to the Anchorage Office. A report on the volume of such criminal records received will be made at the expiration of sixty days.

ST

COMMUNICATION SECTION
JAN 11 1946

#323013
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HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

RECORDED & INDEXED

66-2554-4379

JAN 18 1946
U.S. DEPARTMENT OF JUSTICE

EX-40

56 JAN 29 1946

ORIGINAL COPY FILED IN

The Director

January 18, 1946

The Executives' Conference

Crime Scene Rooms in Armory

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen, and Tracy present, gave consideration to the suggestion that there be set up at an early date in the gymnasium at the Armory, or in the gymnasium and the three other rooms which are now available, crime scene set ups which would permit crime scene searches on four or five different types of violations by members attending the National Academy, future new Agent students, and they would also be adaptable for In-Service Agents. One of the crime scene rooms would be utilized, for example, for use in trying to solve a murder, another a burglary or a breaking and entering case, another might involve a fugitive, and so on. The Bureau now has available furniture which could be utilized in these spaces, and the additional supplies and equipment, it was believed, would cost not in excess of $100 a room for each of the four or five rooms that are set up on a semi-permanent basis. The Conference unanimously approved this recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY 8502/6ce

cc: Mr. Clegg
Mr. Hendon

66-255-4380

FEDERAL BUREAU OF INVESTIGATION
JAN 23 1946
U. S. DEPARTMENT OF JUSTICE

HHC/elw

EX-71

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

337

EP 2 1946

met

THE DIRECTOR

January 18, 1946

THE EXECUTIVE CONFERENCE

DAILY REPORTS REQUIRED OF LABORATORY EXAMINERS

All technical employees in the Laboratory are required to prepare and submit a daily report accounting for their time and indicating the nature of the work performed. This is the only daily report required at the Seat of Government from employees in a Special Agent status. Daily reports are not required of clerical employees; this is consistent with the practice throughout the Bureau.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the proposal to discontinue the Laboratory daily reports. It was pointed out that discontinuance of the reports would save the time of the examiners in preparing the reports, the supervisors in reviewing the reports, and clerical employees in subsequently filing them. It was felt that the time thus saved could be more effectively applied to other purposes.

The supervisory staff of the Laboratory unanimously recommends the discontinuance of the daily reports.

The Conference unanimously recommended the discontinuance of the daily reports.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

66-2551-4381

RECORDED & INDEXED

67

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED - 30
DATE 8/19/92 BY

THE DIRECTOR

January 18, 1946

THE EXECUTIVE CONFERENCE

SUGGESTED REMOVAL OF RADIO STATION WFBM
TO HONOLULU OFFICE BUILDING

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the proposal to move the radio station to the Honolulu Office Building. Since this matter was considered on October 25, 1945, tests have been conducted and it has been found that reception within the office building is definitely inferior to reception at the present site. This means that on occasion it will be necessary to repeat messages or parts of messages due to a lower quality of reception. However, for a limited quantity of high priority traffic transmitted during the most favorable parts of the day, the radio station located within the field office building would serve the purpose as an emergency means of communication.

The Laboratory pointed out that the present facilities would serve to enable Honolulu to function as a relay station for additional stations farther west, but that this function could not be served if the station were transferred to the office building. Mr. Ladd pointed out that the station will not be needed for relay purposes.

The monthly rental for the present site of the radio station is $91. By March or April this will be increased to $175 per month. Thus, a definite saving in rental expense will result from moving the station to the office building. It is probable that there will also be saving in personnel.

The Conference unanimously recommends that the station be moved to the Honolulu office building.

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED

E. A. Tamm

66-2554-4382

22 JAN 1946

X-30

cc-Mr. Clegg
Mr. Hendon

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Sgt/Lee RB

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RTH:AF

6 JAN 24 1946

The Director

The Executives' Conference

Text Books

#323013

January 18, 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY spsc/bce

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen, and Tracy present, considered the suggestion concerning the preparation of text books on law enforcement subjects. When the FBI National Academy was inaugurated in 1935, there was shortly afterwards approved a plan whereby at the end of five years the material collected would be given consideration for incorporation in text books. By 1940 the existence of the national emergency precluded carrying out this plan and one of the post war projects which was approved was that this matter would be considered following the termination of hostilities.

The Executives' Conference unanimously approved the representatives of the Training and Inspection Division conferring with qualified authorities in order to locate some individual or individuals either in or out of the Government service who is qualified to prepare a text book on a specific law enforcement subject in the form of lesson plans with the material properly organized for text book purposes. Previous conferences with editors in this field indicated that the preparation of text books was a very difficult assignment requiring the services of someone expertly trained for this purpose. It was agreed that exploratory interviews should be conducted with a view to determining the availability in or out of the Government of some individual qualified to prepare this type of material. Bureau representatives would select the material, eliminate that which was undesirable, and the question of editing and organizing the material in proper form would be handled by the text book writer if approval is obtained for his employment for a temporary period. The general plan in the discussion before the Executives' Conference would be, subject to Bureau approval, that a qualified person would be employed for a temporary period, and after the text book was approved, the printing of it would be performed by the Government Printing Office, and the Government Printing Office would be furnished a list of the types of officials such as graduates of the National Academy, Police Chiefs, and qualified law enforcement agencies, and, of course, the FBI, who could purchase these books. The price, it is believed, would be nominal after the text material is prepared, and if the first text book on an experimental basis proved to be satisfactory, the Bureau would then consider whether it would have prepared additional text books along similar lines. The hope was also expressed that as a result of the preparation of the first one or two text books enough could be learned by Bureau personnel to prepare future text books on other subjects.

The Executives' Conference unanimously approved the idea of an exploratory conference being held at this time with a view to finding out the facts which would form a basis for future consideration.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

OK

EX-30

RECORDED
INDEXED

66-2321-4383
18 18 II

JAN 24 1946

E. A. Tamm

30 JAN 1946

cc: Mr. Clegg
Mr. Hendon

HHC/olv

SJT:js

THE DIRECTOR

1/22/46

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Clegg, Rosen, Glavin, Hendon, Mumford, Harbo and Tracy, on January 22, 1946 considered the request of Major General Robert M. Littlejohn, United States Army, in charge of the American Graves Registration Command, European Theater.

For the Director's information, Major General Littlejohn, by letter delivered personally by Major L. S. Stovall of the General's Paris Office, requested the Director assign the best expert in the Bureau on the identification of unknown dead for a period of time necessary to train War Department personnel.

The Conference was advised there are, according to Major Stovall, approximately 35,000 unknown dead in the European Theater buried in isolated graves. The War Department is interested in the identification of these unknown soldiers from a patriotic, sentimental and legal standpoint, the General pointing out he must do everything possible to reduce the number of unknowns to the absolute minimum. In his letter, he advises there are 130,087 soldiers buried in war cemeteries.

Major Stovall was interviewed in detail in the Identification Division and he advises General Littlejohn wants an instructor from the Bureau to proceed to Paris, France and conduct a training school involving two classes. The General requested an expert for 120 days. Major Stovall recommended 90 days, however, the Conference was advised by Mr. Tracy the matter could be handled by sending two fingerprint experts to lecture giving a two-week course to two classes. It could in this way be accomplished in 30 days plus travel time.

The Conference was advised in detail of the outline of a two-week training course in the identification of unknown dead by fingerprints or fingerprint fragments.

EX-94 RECORDED INDEXED 66-2244-4884

As a matter of procedure, Army personnel exhuming the bodies would take prints of the dead soldiers or use photography. All prints taken including fragments would be sent to the Identification Division of the Bureau in Washington to be compared in the Bureau with the fingerprints of soldiers listed as missing in action. It is felt the Bureau can render a very valuable service, not only to the War Department, but to the Nation by assisting in this program.

Mr. Tracy advised the Conference that Dr. Schultz of Johns Hopkins, Professor of Anatomy and a world authority on bone structure, has indicated to the Army his willingness to lecture at the school if Johns Hopkins will give

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JAN 29 1946

#323013
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DATE 8/20/92 BY [illegible]

MEMORANDUM FOR THE DIRECTOR January 22, 1946

him a release for the necessary period. In view of the caliber of instruction sought by the War Department, Mr. Tracy recommends if the Army's request is approved that Mr. Quinn Tamm and Mr. Al Ground of the Single Fingerprint Section be selected for this detail. Mr. Tamm has the necessary laboratory and teaching background and Mr. Ground has the necessary technical and latent fingerprint background for the practical demonstration work.

The Conference unanimously recommends this request of Major General Littlejohn be considered jointly with other pending requests of the War Department for the Bureau to handle certain assignments in the European Theater and that the Bureau agree to handle it only on the same basis as the Bureau agrees to handle other assignments, i.e., if there are no restrictions, etc.

For the Director's information, Major Stovall is returning to Europe by plane on January 29th and he has advised, if the Bureau can grant General Littlejohn's request, he would like to have the person or persons assigned travel back to Paris with him on that date.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

I think Stovall should be told that requests should come to us from the War Dept. 1/23

cc - Mr. Clegg
Mr. Hendon

1. Yes it must come from Sec. of War or Gen Eisenhower but he certainly explained to Major Stovall that this is necessary & not offend Gen. Littlejohn.
2. If we do it I cannot approve assignment of Tamm. We have too many "key" men out already. H.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

January 22, 1946
JKM:lem

EXECUTIVES CONFERENCE

ASCERTAINING FINANCIAL ABILITY

The Executives Conference, with Messrs Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford in attendance, on January 22, 1946, considered the advisability from a policy standpoint of having Bureau Agents comply with the requests of a United States Attorney that, while ascertaining financial ability on the part of persons owing the Government money because of fines or recoveries, the Agents actually have the defendant execute a financial statement and a monthly payment agreement before a Notary Public.

U. S. Attorney Charles H. Carr, Los Angeles, has made some such requests, and the particular one on which the point came up was one in which Carr wished to know the present ability of one Abraham Lettvin to liquidate the $130.00 he still owes the Government on a fine of $500.00 which was levied in connection with a violation of the National Bankruptcy Act. Mr. Hood recommended that the Bureau decline and was instructed to rediscuss the matter with Carr. Carr contends that, since the Agents are at present conducting the investigation and interviewing the subject, it is little, if any, added effort to secure the execution of a financial statement and monthly payment agreement before a Notary Public.

The members of the Conference were unanimous in their feeling that this was not a proper function and would place the Bureau in the position of being a small time collection agency. It is recommended by the Conference that a memorandum be directed to the Attorney General, advising him of this decision and that Mr. Hood be authorized to so advise U. S. Attorney Carr.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc Mr. Clegg

Mr. Hendon

JKM:lem

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 28 1946

66-2994-4385

RECORDED & INDEXED

19 JAN 25 1946

73

30 #323012

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DATE 8/20/92 BY

EJTrobp

December 12, 1945.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Sp5c/Lee

TOM DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Nichols, Rosen, Harbo, Lanford, Harden, Morgan and Tracy on December 11, 1945, considered a suggestion of Assistant Director E. J. Connelley that the fingerprint classification be included on criminal records being sent out to law enforcement agencies.

For the Director's information, the fingerprint classification is included on replies where there is no record, the reply being typed as a carbon of the index card, thus entailing no additional work. The classification is necessary on the index card filed in the Identification Division. In order to place the classification on the criminal record, additional work would have to be performed in each case where an ident is made, inasmuch as approximately seventy percent of criminal inquiries received are identified with a prior record. The volume of work would be too great to justify the expense incurred as against the benefits to be derived.

The Conference unanimously recommends against Mr. Connelley's suggestion, and if you approve there is transmitted herewith a letter thanking him for his interest.

Respectfully,
For the Conference

Clyde Tolson

OK

RECORDED 66-2554-4386

FEDERAL BUREAU OF INVESTIGATION
JAN 2 1946
U. S. DEPARTMENT OF JUSTICE

INDEXED ON ORIGINAL - 8

cc - Mr. Clegg
Mr. Harden

EX-79

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harden
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 31 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013 January 23, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

The Executive Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin considered a suggestion submitted by Mr. A. E. Leonard concerning the purchase of an International Business Machines automatic letterwriter.

It was pointed out to the Conference that the automatic letterwriter in question is an automatic typewriter; that the addresses receive a personally typed letter rather than a form letter and these letters are typed at the rate of 130 words per minute. The electric letterwriter or typewriter is operated by punching the letter on a tape. This tape is then placed in the transcriber, paper inserted in the typewriter, the name and address of the addressee recorded on the letter and the automatic letterwriter will complete the rest of the letter. The letters prepared as above can be drafted leaving space in any portion of them for the insertion of figures or other comments which are typed in when the machine stops at the appropriate space. Mr. Leonard attached to his suggestion a number of form letters which he felt could be typed on the machine in question.

Glavin pointed out to the Conference that the form letters attached, which Mr. Leonard suggested could be typed on the machine, are form letters which can be much more economically prepared in the Mechanical Section without utilization of stenographic or typist employees to handle the letters in so far as the addressing is concerned if the electric letterwriter were used. He further pointed out that it would be necessary to personally sign each of these communications if they were prepared on the electric letterwriter.

It was further pointed out to the Conference that the letterwriter in question weighs approximately 150 pounds, it is not easily portable and would cost the Bureau $75 a month for rental charges. The International Business Machines organization does not sell these typewriters, they maintaining a title thereto in renting them at the rate of $75 a month.

The Conference feels, therefore, that no further action should be taken looking toward the rental of such equipment at this time.

RECORDED & INDEXED

4387

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnee
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon
Attachment

54 JAN 29 1946

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

432303
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/92 BY Sp/Sai/Ka

The Executive Conference of January 9, 1946, consisting of Messrs. Ladd, Nichols, Long, Hendon, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Anchorage concerning the purchase of certain articles of clothing for the Agents assigned there.

For the Director's information, the SAC at Anchorage stated that numerous residents of the territory of Alaska consider it a necessity to possess a parka of some sort due to the extremely cold temperatures; that it is necessary for Agents working out of Anchorage to cover the entire territory where temperatures range down to 70 degrees below zero; that in the past Agents have personally supplied themselves with articles of clothing necessary for this personal protection; and through the Army have managed to obtain some equipment when road work made it necessary to travel to these remote areas.

The SAC stated that it seems it would be more practicable for the Anchorage Office to obtain parkas which would be light enough so that an Agent could move around readily when he is out working; and that he has made inquiries concerning this matter and found that a firm in Seattle can furnish parkas at approximately $60.00 each and these parkas have a composition of eiderdown with a fur hood. The SAC pointed out that additional clothing, other than the parka, could more readily be furnished by the Agent without great expense; that it seems that a parka is necessary in all parts of Alaska; and he suggested that such parkas be purchased for all Agents assigned to the Anchorage Office. He further pointed out that there are presently assigned to the Anchorage Office two parkas, sheep lined; that these parkas are well worn, are too heavy for regular wear and, consequently, are undesirable from the standpoint of using them daily in connection with the necessary work to be performed by Agents. The two parkas as aforementioned were purchased for the Anchorage Office sometime ago to be used on special assignments wherein such parkas would be necessary, and it was intended that these parkas remain assigned to the Anchorage Office and not be assigned to any particular Agent.

The Conference is opposed to the adoption of the suggestion, pointing out that this is part of the personal clothing

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FRG:val

RECORDED & INDEXED
66-2554-4388
EX-72
10 JAN 28 1946
50 JAN 30 1946

of an Agent; and that the suggestion is not made that several parkas be there available for special work, such as the two present parkas, but that the Bureau furnish each Agent in the Anchorage Office with such article of clothing. This would mean that as new Agents are transferred into Anchorage, it would be necessary to purchase additional parkas for them; and the Bureau would then also have the problem of the disposal of off-size parkas which would no longer be necessary when an Agent transferred out or resigned from the Anchorage Office.

Should the Director agree with the Conference recommendation in this regard, the attached communication should go forward to the SAC at Anchorage.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 23, 1946

The Executive Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin considered a memorandum submitted by Mr. Rosen concerning the possible ~~purchase~~ use of a C-54 cargo plane.

It was pointed out to the Conference that such a cargo plane would cost approximately from $30,000 to $35,000 and the reconversion to passenger equipment would cost approximately $35,000 additional. The cost of operation of the plane for 400 hours of flying a year is estimated to be $63,810, or a first year cost of $128,810 per plane. Thereafter, exclusive of repairs, the maintenance cost is figured to be approximately $44,000 a year, including $36,000 salary for crew, $3,500 per diem, $9,800 for gasoline and oil, and "service charges" of $14,500.

The Conference does not feel at this time that the Bureau should purchase any such plane since the needs for such equipment would not justify the excess costs of keeping it in repair.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

WRG:val

66-2407-4389

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

50 JAN 30 1946

CONFIDENTIAL

SAC, SEATTLE

January 10, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

POLICE SCHOOLS
FIREARMS TRAINING

The Bureau has considered the recommendation recently made by your office that Bureau firearms experts be permitted to actually supervise firearms training of police officers in your division.

It is understood that you desire to conduct a school at Fort Lewis, Washington, for selected officers, with a view to training such officers as firearms instructors for their individual departments.

The Bureau approves your recommendation provided the following requirements are adhered to: (1) The Bureau instructors must be a qualified firearms expert, (2) All Bureau safety regulations must be rigidly enforced, (3) The range must be inspected in advance by the expert and found to be entirely safe, (4) The officers must furnish their own ammunition.

This school is being approved on an experimental basis and following it's conclusion you should advise the Bureau of the reaction of the officers together with any other matters of interest for the Bureau's consideration in approving other schools of a similar type.

When final arrangements have been completed, the Bureau will designate a firearms expert upon your request.

(On the recommendation of the Executives' Conference, December 17, 1945, the Director approved a Bureau firearms expert actually supervising the firing by the officers for this school on an experimental basis.)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Specifica

LB: hmm

COMMUNICATIONS SECTION
JAN 11 1946

RECORDED 66-2554-4390
FEDERAL BUREAU OF INVESTIGATION
JAN 24 1946
U. S. DEPARTMENT OF JUSTICE

60 JAN 31 1946

ORIGINAL FILE IN 66-2554-22

LBN:hbm

The Director

January 28, 1946

Executives Conference

C.W. Network - San Diego

The Executives Conference, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Glavin, Clegg, Rosen and Nichols, considered the recommendation of the San Diego Office for authorization for the paving of a road and sidewalk into the San Diego radio station. This matter has been previously brought up and previously has been declined. Mr. Murphy, in recent communications, in bringing this matter up pointed out that the roadway in front of the receiving site is slippery during wet weather.

Mr. Nichols advised the Conference that the house containing the radio station is located about 150 feet from the gate leading into the premises, and it is a short distance from the gate to a gravel road that was built to provide for a new housing project. It would cost approximately $400 to provide the asphalt pavement. Mr. Nichols pointed out that on occasions when he has visited the San Diego radio station that he has orally turned down the request for the pavement.

All members of the Conference excepting Mr. Tolson were unanimous in recommending that the request for the pavement be disapproved.

Mr. Tolson was of the opinion the pavement should be provided.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

RECORDED & INDEXED

66-2324-4392

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-[redacted]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

68 JAN 31 1946

BN:hbm

The Director

Executives Conference

January 28, 1946

The Executives Conference, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Glavin, Clegg, Rosen and Nichols, considered the research conducted by Messrs. Rowe and Leonard in the Crime Records Section on the preparation and publication of ransom lists. Mr. Rowe has worked out a procedure whereby there would be a thirty per cent savings in time, with a corresponding savings in personnel, in tabulating a list. According to the procedure and figures planned, by utilizing the IBM tabulating equipment a ransom list similar to that in the Weyerhaeuser Case could be prepared, published, and ready for shipment 14 hours after reaching the Bureau. To complete the plans, Mr. Rowe and Mr. Leonard recommended a test which would require approximately four man-days.

The Conference was unanimous in recommending that this test be made and all plans be perfected.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

OK, H.

cc - Mr. Clegg
cc - Mr. Hendon

RECORDED & INDEXED 166-2551-4393

31 JAN 1946

EX-64

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Sgrs/bm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JAN 31 1946

LETTER:

December 29, 1945

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY [illegible]

MR. DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Nichols, Glavin, Carson, Harbo, Gordon and Tracy on December 27, 1945, considered a suggestion of SAC Murphy of San Diego.

Mr. Murphy pointed out that law enforcement officers in southern Calif rnia are enthusiastic over the use of the Bureau's radio facilities at San Diego for the transmission and receipt of fingerprint information. The service has been in operation for some time but has been confined to the four counties comprising the San Diego Field Division. Mr. Murphy suggested it be extended to the entire state of California. In order to extend it, it will be necessary for the San Diego Office to install a California state teletype machine.

The matter was considered by the Executive Conference and further information was requested by Mr. Tolson. This information has now been secured and in summary is as follows.

EX-68

RECORDED 66-2554-4394

The SAC at San Francisco was contacted and he is in favor of the additional service, pointing out he feels it [illegible] field which holds a bright future for the Bureau in [illegible] closely with the police and giving them some very tangible service.

JAN 28 1946
U. S. DEPARTMENT OF JUSTICE

The SAC at Los Angeles is in favor of extending the radio service.

With reference to cost, the state teletype machine installed at San Diego will cost $30.00 for installation and approximately $37.00 per month. The Los Angeles teletype machine costs $28.00 per month. SAC Murphy advises San Diego spent $117.95 in one month for telephone calls to resident agents, which were principally routine and could have been handled by state teletype for $39.00. SAC Hood at Los Angeles pointed out for the month of October, 1945, 136 messages were sent to Resident Agencies via the state teletype at a cost of $28.00. The same messages would have cost $250.27 by commercial telegram. He believes the state teletype machine is justified in Los Angeles for this reason alone.

INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gordon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 FEB 26 1946

ORIGINAL FILE IN 62-[illegible]

It is the considered opinion of the Special Agents in Charge in California that the installation of a state teletype machine in San Diego is justified from the cost standpoint, disregarding the question of radio. All California offices feel the information and cases secured from the state teletype machine is well worthwhile.

From September 22 to November 1, 1945, 17 radio requests were sent to Washington. Replies from the Bureau consisted of 34 messages. This is an average of .76 messages per day. It took less than five minutes operating time per day for the four counties now receiving the service. With sixty counties, using the same average total, only one hour and fifteen minutes operating time would be used per day. This represents 3.9 per cent of the present operator man-hours available from 8:00 a.m. to midnight. SAC Murphy states no additional radio personnel would be required to handle the radio messages on a state-wide basis. Assistant Director Nichols advises no additional radio personnel will be necessary in Washington.

A tabulation kept in the Identification Division discloses 96 teletypes were received and 62 sent during November. Nine telegrams were received and 32 sent, 12 radiograms were received and 7 sent, making a total of 57 received and 158 sent during the period for the entire state of California.

Messrs. Nichols, Morgan, Karbo and Tracy recommend approval of the suggestion for a ninety day trial period, pointing out not only will there be no additional cost incurred, but there will in fact be a saving effected by the installation of a state teletype machine in San Diego. In addition, it will afford additional radio work for the radio personnel who are now engaged in work other than radio a great part of the time. It will help justify the Bureau's continued operation of the San Diego station as a necessary relay station for the Pacific area, including Alaska and Hawaii.

Messrs. E. A. Tamm, Hendon, Glavin and Tolson are opposed. They point out the number of messages from the entire state will probably be higher than from the four counties around San Diego. Further Mr. Glavin makes a point that if the Bureau is to supply free radio service, the state of California should supply free teletype service to the San Diego Office. Mr. Tamm feels that this project in effect amounts to a "make work" program. He points out that at the present time the Bureau handles requests from California law enforcement officers in the Identification Division, utilizing fundamentally only Identification Division personnel, plus possibly one employee to prepare outgoing telegrams. If the proposed system is adopted, a Bureau clerk in San Diego will receive the request for criminal records by teletype, a message will have to be prepared in the San Diego Office by a Bureau employee, transmitted to the Bureau radio station, transmitted by a Bureau employee over the San

Diego Radio Station to the Bureau's Baldorf Station, where it will be received by a Bureau employee, typed up by a Bureau employee, sent by teletype or otherwise from Baldorf to the Identification Division by a Bureau employee, searched by a Bureau employee in the Identification Division, and then the entire process reversed, requiring an additional four or five handlings by a Bureau employee. All of this procedure is undertaken substantially to furnish the same service that is now being rendered through other facilities without the involvement of this Bureau's personnel.

From this survey it was determined that the San Francisco and Los Angeles Field Divisions are utilizing the state teletype system to communicate with their Resident Agents. For example, a routine IMVTA Case is reported to the San Francisco Office which must have leads covered by a Resident Agent at Berkeley, California, the facts will be sent to the Resident Agent over the state teletype system. Likewise the Resident Agents communicate over the system to their headquarters to advise of their movement. Both offices pointed out that only routine matter and never anything of a confidential nature is sent over the state teletype system in accordance with this practice since of course anyone else on the state hook-up can read the material.

The majority of the Conference consisting of Messrs. Tolson, Tamm, Tracy, Harbo, Nichols, Ladd and Rosen felt this practice should be permitted inasmuch as nothing confidential is sent over the system and it makes no difference that it might be read by other law enforcement agencies. They do believe, however, that a letter of caution to the Special Agents in Charge would be advisable to make certain that their system prevents sending of any confidential material over the network. In support of their stand the majority also pointed out that messages which would have cost $250 per month by commercial telegram cost but $28 through the use of the state system.

Messrs. Clavin and Hendon recommend that the California offices be instructed to cease utilizing state teletype systems in this manner. They feel that all work of the Bureau insofar as contacts between headquarters and the Resident Agencies is of a sufficiently confidential nature that it should not be read by other law enforcement agencies. They feel that it is inadvisable for any agency to have access to the day by day movement of a Resident Agent and that instructions for the handling of even routine cases should not be sent over an open network. They also fear that sooner or later through error something of a highly confidential nature will be sent over the state system to the great embarrassment of the Bureau.

Respectfully,
For the Conference

Clyde Tolson E. A. Tamm

CC - Mr. Clegg

COPY: FC

January 5, 1946

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY [illegible]

Special Agent in Charge
Cincinnati, Ohio

RE: COMPENSATORY LEAVE

Dear Sir:

Reference is made to your communication of November 28, 1945, concerning the above-mentioned subject, wherein you prepounded the following questions, the answers to which are furnished immediately following each question:

1, Does the "within following two weeks" rule apply only to employees working on Sunday, or does it apply to any other day that compensatory leave is earned?

The Bureau desires that any time compensatory leave is earned, such compensatory leave should be taken within two weeks after it has been earned unless, of course, justifiable circumstances do not permit it being taken within that time, such as the Agent being called away on emergency annual leave becuase of death or illness in the family or attendance at In-Service School.

2. Is it mandatory that they take the leave within two weeks or is it permissible in emergency situations to authorize the leave within the two-week period to be taken on a date later than two weeks?

It is felt that the answer to Number 1 should guide you and answer this question. Obviously if authorization for the leave is granted within the two-week period for the leave to be taken at a date beyond the two-week period, it is defeating the purpose behind the Bureau's desire that such earned compensatory leave be taken within the two-week period from the date it was earned.

3. Does an employee lose compensatory leave if he fails to ask for it within a two-week period after he has earned it?

COMMUNICATIONS SECTION
JAN 7, 1946

NPC:val

66-2551-4395
NOT RECORDED
57 JAN 25 1946

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FEB 11 1946

ORIGINAL COPY FILED IN 66-2287-2015

The Bureau feels that if an employee has not been granted compensatory leave upon his request within the two-week period, it is presumed that the Agent intended such overtime duty was performed on a volunatry basis by the Agent; however, there may be cases where this presumption would not necessarily apply and your own good judgment and discretion will have to be used in such cases.

Very truly yours,

John Edgar Hoover,
Director

The Executive Conference of January 3, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Morgan, Harbo, Hendon, Nichols, Tracy and Glavin approved the above letter.

THE DIRECTOR

1/29/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 28, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Rosen, Hendon and Clegg, recommended unanimously that a letter be sent to all Agents in Charge telling them to submit a report to the Bureau by April 1, 1946, setting forth any data which they would be able to obtain from various Agents to show special, unique and interesting methods of investigation in order that this information would be available to the supervisory staff in Washington and in the Bureau's training schools.

There is attached hereto such a letter for the Director's approval if agreeable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

OK

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY 8954/bca

RECORDED & INDEXED

66-2554-4396

EX-5

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 3 1945

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

FJB:bm

TO : The Director

DATE: January 22, 1946

FROM : Mr. D. M. Ladd

SUBJECT: REVISION OF WAR LABOR DISPUTES ACT SECTIONS OF NATIONAL DEFENSE MANUAL AND FBI HANDBOOK

With respect to the War Labor Disputes Act program, the Criminal Division of the Department of Justice recently advised the Bureau that in view of the fact most war industries have reconverted to civilian production since the cessation of hostilities, it will no longer be necessary for the Bureau to furnish any information to the Department concerning strikes or other labor disturbances. The Criminal Division further informed that in the event the Department at a future date desired to be advised concerning any labor matter, a specific request for such information would be made of the Bureau.

The Field was advised of this change in policy by Bureau Bulletin #1, Series 1946, dated January 2, 1946.

Section 4F of the National Defense Manual sets forth the Bureau's policy with respect to the handling of labor matters. In order that this Section may correctly reflect the changes in policy outlined in the aforementioned Bureau Bulletin, it is suggested the following Subsections of Section 4F be deleted from the National Defense Manual:

Subsections 2-(a) and 2-(b);

Subsections 4-A through 4-H.

In the light of the change in the Bureau's policy of handling labor matters as recommended by the Department, it is also necessary to revise Subsection 5, Chapter 12, Part IV of the FBI Handbook.

The revision which is being made in the FBI Handbook is attached hereto.

1-29-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon and Mumoird

JKM

Attachment

1 ENCL.

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11-13-87 BY SP1 AG/SC 275824

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FEDERAL BUREAU OF INVESTIGATION
FEB 4 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

5 FEB 20 1973

ORIGINAL FILED IN

COPY: FC

PERSONAL CONFIDENTIAL

SAC, Philadelphia

January 21, 1946

John Edgar Hoover, Director, Federal Bureau of Investigation

Reference is made to your letter dated January 8, 1946 concerning the use of ticklers on bulky exhibits. The Bureau desires that the ticklers used for this purpose be prepared in such a manner as will serve the greatest convenience of the Philadelphia Office and it will be agreeable for your office to either set up an administration tickler on each bulky exhibit or a single tickler which would call for an examination al all bulky exhibits, whichever in your opinion is most convenient and involves the least difficulty.

#323,013
DECLASSIFIED BY [illegible]
ON 8/20/92

Approved by Executives' Conference on 1/18/46 those present being Tolson, Tracy, Harbo, Glavin, Hendon, Ladd, Rosen and Clegg.

HHC:PJ

COMMUNICATIONS SECTION
JAN 21, 1946

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66-2554-4398

BUREAU OF INVESTIGATION
DEPARTMENT OF JUSTICE

57FEB 11 1946

ORIGINAL COPY FILED IN 66-2554-1801

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Spaulding

December 11, 1945

R. T. HARBO

I. W. CONRAD

Dial Recorders Development
62-27316

Executive Conference

The historical background of the Bureau's dial recorder activities goes back to the Automatic Electric polarized dial recorder which operated a pen register through relays connected directly to the telephone line without the medium of an amplifier. As the Bureau's needs progressed it was found necessary to utilize an amplifier to minimize the electrical drain from a telephone line and increase the sensitivity of the response to signal impulses. This development led to the 1A dial recorder as manufactured by the Foote Pierson Company. The 1A unit was operated entirely by battery power and gradually was supplanted by the 3A dial recorder unit which could be operated from 110-volt alternating current or direct current as well as from battery power. This type of equipment was prevalent throughout the field at the beginning of the war period and it was necessary to utilize it to the fullest extent. All of the development work on dial recorders has been done with the pen registers to get them to meet the emergency demands and give the maximum benefit. A number of improvements have been made for increasing the sensitivity of the 3A dial recorders and in addition the Laboratory technicians devised and developed another amplifier to work with the pen register to tide the Bureau through the war period. The latest recorder is superior to the 3A recorder and utilizes only a single tube, but the fact remains that the dial units still utilize the original pen register.

During the war, efforts were made to contact various alarm and register companies for improvements in dial recording equipment but the only possibility located was the Gamewell register at Bridgeport, Connecticut. The Gamewell Company was unable to go into any production because of war time pressures and all development on this particular type register was delayed until after the war.

It is now believed ~~that~~ with the cessation of war activities and the necessary materials and equipment again appearing on the market and becoming available to the Bureau, that a development project be set up in the Laboratory to fully analyze all applications of the Bureau's dial recorders and all advantages and disadvantages pertaining thereto and that this be accompanied by a survey of the existing alarm and register field in commercial industry with the purpose in mind of developing an entirely new type of dial recorder to meet the Bureau's demands.

It is suggested for example that a new type signal light recently developed in the Bureau might be adapted with the basic recording principle utilized in the Roehme tape recorder or with a number registering system utilized by the telephone company.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

RECORDED & INDEXED

66-2521-4399

FEDERAL BUREAU OF INVESTIGATION
FEB 5 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS

ORIGINAL COPY FILED IN

RECOMMENDATION:

It is recommended that authorization be granted for personnel being assigned to a dial recorder development project in the laboratory. Such a project would possibly involve time of 100 man days with the possible expenditure for experimental equipment amounting to $500 as compared to the present cost of $275 for a 3A dial recorder or $125 for a 5A dial recorder.

ADDENDUM: 1-5-46. We have approximately 450 dial recorders with everyone in working condition in use and more being requested by the field. This equipment requires almost constant supervision, one of the principal reasons being undependability of the recording pen. The potential value of this research would be a tremendous savings of man hours if it were possible to develop equipment sufficiently dependable that it would work unattended. I wish to add my recommendation to this request for authorization.

DJP

ADDENDUM: 1-5-46 I favor approval of 25 man-days research at this time. Upon completion of this amount of research a progress report should be submitted and authorization requested for an extension of the research period if desirable.

RH

ADDENDUM: 1-28-46 APproved by Executive Conference January 28, 1946. Present were Messrs. Tolson, Glavin, Tracy, Nichols, Clegg, Rosen, Hendon, and Harbo.

RH

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RFP:MAC

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 30, 1946

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Milwaukee concerning the disposition of gasoline rationing records.

The SAC at Milwaukee stated that since gasoline rationing has been discontinued and the unused gasoline coupons were reported to the Bureau, there appears to be no reason for the records of unused coupons being retained at the present time.

Glavin pointed out to the Conference that immediately after gasoline rationing was ended, this particular problem was raised; and it was felt at that time that due to the fact we were receiving inquiries from time to time from the OPA concerning the distribution and use of gasoline rationing coupons, that Field Office records should be maintained for a period of time.

At the present time, the combined record is maintained at the Seat of Government; and it is not felt that the Field Office record need be maintained. The Conference, therefore, recommends the adoption of the suggestion submitted by the SAC at Milwaukee that the Divisional Offices be advised they may destroy these records at the present time.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

Attachment

E. A. Tamm

66-2554-4400

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Special Agent

FEB 8 1946

January 31, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

Destruction of Bureau Property

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a suggestion submitted by Miss Marie Lundy of the Administrative Division concerning the disposition of old inventories.

Miss Lundy stated that there are maintained in the Chief Clerk's Office at the present time all Seat of Government inventories since 1936 and recommended that all inventories more than two years old be destroyed.

The Conference was advised that inventories are taken annually and the new inventories are balanced and brought into agreement with the inventories of the year past; and that it is the belief that these inventories need not be retained for a period of more than two years since experience has shown that it is not necessary to go back over that period of time in order to properly bring the inventories into balance.

The Conference recommended approval of this suggestion. Should the Director agree, the attached communication should go forward to Miss Lundy.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED & INDEXED

EX-89

E. A. Tamm

66-2654-4401

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

WRG:val

#323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Spsc/bc

OCT FER 8 1945

THE DIRECTOR

JANUARY 30, 1946

EXECUTIVES' CONFERENCE

SUGGESTION

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered a suggestion of Clerk-Typist Leland G. Richie of the Louisville Office that a separate section for index cards pertaining to Bureau Bulletins and SAC Letters by numbers be prepared so that when such bulletins and letters are destroyed after three years in keeping with the present rule, the index cards could be withdrawn with the destruction of the material to which they relate.

The Conference felt there was some merit in this suggestion and consequently inquiries are being made of a representative number of SACs and Inspectors as to their views concerning the suggestion and upon receipt of replies the matter will again be considered by the Conference.

There is attached hereto a communication addressed to the Special Agents in Charge and Inspectors and also a letter addressed to the clerk who made the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY SCK

RECORDED & INDEXED

66-2551-462

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

AR:MP

THE DIRECTOR 1-31-46

The Executive Conference

PRESIDENTIAL PARDONS GRANTED TO MEMBERS OF THE ARMED FORCES

The Executive Conference on January 30, 1946, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Rumford, Clegg and Lowan in attendance, approved the attached Bureau Bulletin which advises that on December 24, 1945, the President issued a proclamation granting pardons for Federal offenses committed by members of the Armed Forces before enlistment. The Pardon Attorney furnished the Bureau with copies of this proclamation, which states that all members of the Armed Forces who enlisted or were inducted into the Services on or after July 20, 1941, and who have served one year or more, and who are honorably discharged, shall receive such pardon.

Very truly yours,
FOR THE CONFERENCE

Clyde Tolson, Chairman

Edward A. Tamm

Attachment
cc-Mr. Hendon
Mr. Clegg

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY [illegible]

RECORDED & INDEXED 66-2534-403

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 3 1946

THE DIRECTOR

January 30, 1946

THE EXECUTIVE CONFERENCE

Handling of mail in field offices

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin was advised by Glavin that SAC McKee of the Newark Office was able to save 50 percent of filing space in the Alien Enemy Registration files by removing the files from file folders and filing them alphabetically, properly stapled, without folders.

The Conference feels it would be well to advise the various Divisional Offices of this particular savings in space since filing space is at a premium in many of the offices, and many of the Divisional Offices may be maintaining the Alien Enemy Registration forms in the same manner as they had been maintained by the Newark Office.

Should the Director approve, the attached SAC letter should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Attachment
cc - Mr. Clegg
Mr. Hendon

WRG:val

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 By Sgt/bca

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

EX-64

59 FEB 8 1946

4404

COPY TO:

MR. TA
MR.

MR. KEEP 1/29/46
MR. MOLLOY K:RH
MR. GEARTY

THE DIRECTOR

A. ROSEN

SUGGESTED BUREAU BULLETIN
REPORT WRITING - COPIES TO
BUREAU MARKED "FILE"

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

BACKGROUND

Upon the institution of the deserter program, this program was so set up that reports in deserter cases are not reviewed by the Supervisor at the Bureau in view of the large volume of these cases. It should be noted that full utilization is made of teletypes of apprehension and that, accordingly, no review of written investigative reports is necessary.

The field has previously been advised that reports in deserter cases, even where the subject is carried as a fugitive, are not reviewed at the Bureau Bureau and it is well understood that information of interest to the Bureau must be brought to the attention of the Bureau by letter or teletype in these cases.

The present rule in connection with Selective Service cases where subjects are carried as fugitives provides that reports which do not contain statistics and which need not be directed to the Bureau's attention before being filed are to be stamped for the file except where initially reporting a fugitive subject, reporting apprehensions, etc. It will be noted that these exceptions would not be required in connection with deserter reports inasmuch as teletype are utilized for posting such information.

During the period from December 3, 1945, to January 9, 1946, a period of slightly over one month, a count was made by the Deserter Desk and it was ascertained that 6,658 reports were received during that period of time. These reports were initialed for the file without being reviewed and it is estimated that the total time required for this handling was between eighteen and nineteen hours.

PROPOSED BULLETIN

The attached bulletin would place reports in deserter cases on the same basis with reports in the thirty-five classifications of Bureau cases listed in Bureau Bulletin #11, Series 1945, Section B, dated February 7, 1945. As a consequence, reports in routine deserter cases would be stamped with the word "File" by the Supervisor in the Bureau office prior to forwarding the report to the Bureau. Issuance of such instructions would eliminate a great deal of unnecessary work on the Deserter Desk.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM - On January 30, 1946, the Executive Conference approved the attached Bulletin, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg and Rosen attending.

Attachement

RECORDED & INDEXED

66-2554-4405

FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

FEB 8 - 1946

ORIGINAL COPY FILED IN 66-2554-12-504

THE DIRECTOR 2/5/46

EXECUTIVES' CONFERENCE

Special Agent in Charge of Firearms Training H. L. Sloan has made a recommendation that the Bureau approve the expenditure of $200 to install a skeet range as a part of one of the Bureau's ranges at Quantico. The skeet ranges have trap shooting equipment installed on them for throwing clay pigeons at both high and low elevations so that those practicing and training with shotguns are able to shoot rapidly at the surprise elevations whether high or low at a target which is in motion. Mr. Sloan further recommended that this type of practice be incorporated as a regular part of the Bureau's firearms training courses with the shotgun. The clay pigeons are small discs which cost approximately six-tenths of one cent each.

In support of the recommendation, Mr. Sloan advises that the In-Service Agents are very proficient with the shotgun; they are expert in its use and the present course requires them to fire at a man-sized cardboard target placed at varying distances from the shooter. Since the Bureau's Agents are now well qualified with the shotgun in shooting at these targets and as a large majority of the Agents, in fact, regularly shoot perfect scores at the present targets, it was believed that the problem should be increased in difficulty. It was further believed that this type of training would be enthusiastically received by the Agents. Mr. Baughman concurs in the recommendation, believing that the training would create not only better marksmanship but increased interest and enthusiasm.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously agreed with the recommendation.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/22/92 BY 852/bce

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

RECORDED
&
EX-53 INDEXED

66-2544-4486

19 FEB 6 1946

met. O'Executive Conference

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/99 BY Specifiec

RECORDED

66-2554-4407

FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL 5

EX-22

56 FEB 12 1946

ORIGINAL COPY FILED IN
66-2554-99

[redacted]

Federal Bureau of Investigation

United States Department of Justice

Miami, Florida
December 29, 1945

Director, FBI.

RE: SUGGESTION CONCERNING HOUSING CONDITIONS.

Dear Sir:

During the time I have been Agent in Charge in Atlanta and Miami I have been impressed with the loss of time from productive work which the Bureau has encountered on the part of transferred Agents who cannot immediately find suitable living quarters for themselves and their families. I do not know whether this matter has been brought to your attention with all its serious consequences. It is hard for one who is settled in Washington, or anywhere else, to realize the utter impossibility of securing adequate living quarters in numerous cities where field offices are located, and this deplorable situation extends not only to the field office cities but to most resident agencies.

I personally know that in most of the resident agencies in Georgia, North Carolina and Florida it is almost as difficult for a Resident Agent to secure living quarters as it is for an Agent in headquarters city. As an example, there was one Resident Agent in Winston Salem, North Carolina who stayed there six months with his family in Atlanta, Georgia, and was finally forced to request a transfer to Atlanta.

I believe that the total time lost by Special Agents due to physically hunting for a place to live and the incidental loss of time due to lowered morale and upset mental condition, if added up for the last six months, would reach a staggering total.

I am personally aware of the difficulties encountered in Atlanta, Georgia, and Florida. I am informed that there are several Agents under transfer to the Atlanta Field Office and the supervisory staff there just does not know where in the world they will live. There is not a vacant house or apartment in the City of Atlanta, and the Agent in Charge is having extreme difficulty in finding a place to stay himself.

This situation is so critical that I believe some Agents who have been settled for some time in areas where the housing is not so critical and are transferred to critical areas do not themselves realize what they will be up against. Some of them bring their families with them on transfer, only to have to live in hotels for a while and then return their families to the homes of their parents. Others who are more alert inquire about the housing situation and leave their families in their present quarters until they get settled in the new headquarters months later.

The purpose of this letter is to suggest two things:

FOR VICTORY BUY UNITED STATES DEFENSE BONDS AND STAMPS

F B I
16 FEB 1 1946

TWO

Director, 12/29/[illegible]

Re: Suggestion Concerning Housing Conditions.

(1) That a bulletin be issued to the field setting up an established procedure whereby when an Agent is transferred he will be instructed to immediately communicate with the Agent in Charge of the new office of assignment, setting out the number in his family, the living quarters he will need, and inquire concerning the prospects of securing adequate quarters so that all Agents can uniformly effect the transfer with full knowledge of what to expect and with as great a saving in money as possible. The initial cost of transfers, even with the Government paying for the moving of families and furniture, is gradually increasing due to the necessity of living in hotels and families living in separate establishments for months at a time.

As a collateral matter, of course, each Bureau employee should try to so arrange his tenancy that when he is transferred he will be able to assign the apartment or house in which he has been living to some incoming Agent. This matter could be discussed generally from time to time with landlords and an Agent who is a good mixer and a good contact man should be able to con the landlord into allowing another Agent to take his place on transfer. I have noticed, however, that many times when Agents are transferred it is impossible for another incoming Agent to take the place of the outgoing Agent. I believe more thought and attention to this detail would provide a large number of housing units.

Before leaving Atlanta I issued a memorandum to all Agents instructing them to pay attention to this matter and not give notice to any landlord upon their transfer until they had talked with me and we had both done what we could to see that their place was available to an incoming Agent. If this procedure is followed and Agents upon transfer immediately communicate with their new Agent in Charge I believe that most Agents can be placed promptly upon their arrival, and can be informed before they leave their old headquarters that they will have a place waiting for them.

(2) It is also suggested that since the housing of Bureau employees in adequate quarters promptly is highly important to the functioning of the Bureau each Special Agent in Charge be instructed to take an official interest in assisting the Agents in this regard. I have in mind that an Agent in Charge through his standing in the community and through his numerous contacts with prominent citizens, city officials, contractors, rental agencies, etc., could personally exercise considerable weight in a definite program of having set aside in certain housing projects a group of units assigned to the FBI to be allocated by the FBI to Agents at will.

Before I left Atlanta I perfected some arrangements with two housing projects whereby five units in one project and two units in another would be earmarked for the FBI. The housing managers agreed that we could place Agents in these units as the present incumbent Agents were transferred without going through the arduous task of battling the waiting lists and the various pressure groups exercising pressure on the landlords for priorities.

I have in mind that such an arrangement might be effected throughout the country if the Agents in Charge earnestly and diligently applied themselves to this program. I also have in mind that a smooth operating Agent in the headquarters city could be designated the Housing Expert to make the preliminary inquiries and keep abreast of the situation as assistant to the Agent in Charge.

There are a number of impelling reasons which can be sincerely advanced to managers of housing projects in order to secure priorities for FBI Agents. The Directors of Public Safety, City Managers, Mayors, Bank Presidents and other prominent citizens in the various communities should be of considerable assistance in putting the necessary pressure on landlords to set aside housing units.

In most places the question of securing housing accommodations depends upon who can have the most pressure on the landlord. The FBI is at a disadvantage in this regard because its Agents cannot afford to extend gratuities to landlords, and I have a strong suspicion that innumerable housing units are rented now throughout the United States by prospective tenants surreptitiously slipping the landlord or his agent a gratuity to advance him on the waiting list.

I believe that if the Bureau forcefully instructs its Agents in Charge to handle this matter that the Bureau's work will be greatly facilitated in 1946.

Very truly yours,

Russell E. Smith

RUSSELL E. SMITH
SAC

RES:C

RD:vdl 1/23/46

The executive conference of January 18, 1946, consisting of Messrs. Nelson, Ladd, Rosen, Hanson, Nichols, Clegg, Traul, Harbo and Clayton considered this matter and does not feel that any of the information contained in this communication need be addressed to the Field as a whole; that Special Agents in Charge at the present time are following the procedure outlined by former SAC Smith.

THE DIRECTOR 2/1/46

EXECUTIVES' CONFERENCE

CLERICAL IN-SERVICE SCHOOL Training School For Clerical Employees

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, recommended the adoption of the attached program for a one-day school of an In-Service type for all clerical personnel in grade seven or in any lesser grade in the Bureau. This school would be held one day each week in one of the larger classrooms in the Justice Building.

It was recommended that 100 clerical employees selected by the Chief Clerk's Office proportionately from the various divisions attend each class until all the clerical employees had finished the course. This course will be a "follow-up" course for classes which were held in previous years running for three days and involving a trip to Quantico for one day. All classes on this occasion will be held in Washington. It was believed that the attached memorandum to all Bureau officials listed as instructors before this school should go forth instructing specifically that unless excused especially by the Director's Office the instructor or alternates listed must make personal appearances before these classes with the Assistant Directors, wherever possible, appearing before the class.

It was also believed that instructions should be issued for freshening up the material of each of the courses at least on a monthly basis since it was pointed out that the examples cited within approximately a month are repeated by class members to their fellow employees so that by the time the class meets, the stories are shopworn, and the illustrations are obsolete in so far as interest is concerned.

It was agreed that these schools would be held on Wednesday of each week or in the event any emergency arose, such as a holiday on Wednesday, the school would be held on Thursday instead.

Ref-2054-4408

It was further believed that the clerical employees of the Washington Field Office should attend these schools on a proportionate basis.

FEB 6 1946
RECORDED & INDEXED

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/20/92 Digsci/bcc

E. A. Tamm

FEB 7 1946

LBN:hbm

The Director

Executives Conference

February 1, 1946

Supervision National Stolen Property Act

The Executives Conference on January 23 recommended and you approved the recording as recoveries thefts of nonnegotiable instruments and bonds. Mr. Leonard has submitted a memorandum opposing the Conference's recommendation on the following basis:

"Nonnegotiable bonds as such are valueless to the thief and their theft represents no loss either to the bank or to the lawful owner. It is possible for thief, if he is sufficiently clever, to forge an endorsement to the bonds, representing himself to be the rightful owner and, subsequently cash them, but any loss thus sustained would be a loss incident to the forgery offense and not incident to the burglary! Going a step further, the thief also could have stolen some blank cashier's checks, or plain blank checks from the counter of the bank and, if he was sufficiently clever, could have forged and altered these papers and passed them for a sizable sum. Such incidents do not appear to me as loot incident to the theft of the blank checks.

"It may also be observed that police departments generally do not record as losses, the theft of nonnegotiable instruments; and we have instructed them that this is the proper procedure under the system of Uniform Crime Reporting."

Upon re-consideration, Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols unanimously recommended that the previous Conference recommendation be rescinded and that the theft of nonnegotiable bonds and instruments not be recorded as recoveries for the reasons set forth above by Mr. Leonard.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

OK

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin cc - Mr. Clegg
Mr. Ladd
Mr. Nichols cc - Mr. Hendon
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

4409

F B I

30 FEB 6 1946

58 FEB 1946

EX-37

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Sscribce

COPY: FC

January 24, 1946

Special Agent in Charge
San Antonio, Texas

RE: IBM Electromatic Typewriter
For San Antonio Division

Dear Sir:

Reference is made to your communication of January 10, 1946, wherein you set forth certain advantages of the electromatic typewriter and wherein you request that such a typewriter be made available to the San Antonio Division.

The Bureau has carefully considered your suggestion and does not feel that the Bureau would be justified in purchasing such a machine for your office at the present time.

Very truly yours,

John Edgar Hoover
Director

The Executives Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin disapproved the purchase of this machine.

WRG:val

COMMUNICATIONS SECTION
JAN 29, 1946

66-2554-4410
FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

59 FEB 12 1946

THE DIRECTOR 2/4/46

EXECUTIVES' CONFERENCE

NA APPLICANT

The Executives' Conference on January 30, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the inquiry of SAC Suran of the El Paso Office as to the eligibility of Roberto J. Martinez, Chief of the Chihuahua, Mexico, State Police, assigned to his duties in Juarez, Mexico.

It was indicated that he spoke English fluently and that no encouragement had been given to him. The Executives' Conference considered that by analogy this individual would be as eligible for consideration as a representative of the provincial police of any Canadian province. Of course, the Bureau, through its Legal Attaches and through the El Paso Office, would need to develop information concerning this official before he is approved individually for attendance but as a matter of policy it was felt that a representative of the Federal or state police forces in Mexico would be eligible for consideration.

If the Director agrees with this conclusion, which was unanimously recommended by the Conference, SAC Suran will be informed that Martinez can file application which would be considered when an opportunity arose just as other applicants from foreign countries are considered. The Executives' Conference felt that in each instance before favorable consideration is given to an individual applicant it should be definitely ascertained that the applicant speaks and understands English fluently and that he writes English so that his notebooks prepared in English can be inspected and graded and that the Bureau pass upon the individual qualifications of each such applicant before he is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:ER

FEB 7 1945

RECORDED & INDEXED

166-2574-C 4411

323013

189

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

Special Agent Supervisor K. R. McIntire recommends that it be a requirement that all memoranda based upon file reviews, when the memorandum is prepared in such manner as to require a file copy, be documented on the yellow file copy in order to show the file and serial number which serves as the source of the information recorded. In the event the memorandum is of one page or less and an original only is prepared, the data should be recorded parenthetically at the conclusion of each item taken from a separate or different source.

In the event any of the information is based upon a communication which has not yet been filed, serialized and recorded then the date, subject and author of the communication would be shown in lieu of the file and serial number.

In the event the serial from which information is taken to include in a memorandum is more than one page in length, the page number of the serial would likewise be shown.

Similar sources of information should be recorded when it is taken from newspapers, magazines, books and pamphlets with the identity of the newspaper, the page number, the title of the article and the name of the author when they appear.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously approved this suggestion, believing that it would save a considerable amount of time in subsequent research and in running down sources of information. If this is approved, there is attached hereto a memorandum for all Bureau Officials and Supervisors accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK, RECORDED & INDEXED 66-2454-4412

FEB 6 1946

EX - 64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

HHC:EB

FEB 7 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

THE DIRECTOR

2/4/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 30, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the request of Chief Investigator John Taylor of the State Fire Marshal Department of Indianapolis, Indiana, as to whether he may be considered a law enforcement officer sufficiently to qualify him to return to Washington for the final two weeks of the present Session to take specialized training courses which will be available. Mr. Taylor is a graduate of the Seventh Session of the FBI National Academy.

The Conference unanimously believed that Mr. Taylor, as Chief Investigator and having full police authority in enforcing arson laws in the State of Indiana, does qualify as a law enforcement officer and that he, therefore, would be eligible to attend.

If this is approved, there is attached hereto a letter to Mr. Taylor accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED
166-2524-4413

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-64

FEB 7 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 1, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a place mat which had been forwarded to the Bureau by the Special Agent in Charge at Albany, New York. The place mat in question is attached hereto.

The SAC at Albany stated that this place mat is prepared and distributed by Aatell & Jones, Inc., Philadelphia, Pennsylvania, to various hotels; and that this particular place mat was brought to the attention of the Albany Office by Chief of Police James A. Murphy at Oneida, New York, who is of the opinion that the FBI official seal is surrounded by sufficient blank space on the place mat to make it easy for a person desiring to impersonate a federal officer to avail himself of this seal which could be cut out and folded into a billfold or credential case.

It was further pointed out by the SAC at Albany that the Manager of the Oneida Hotel stated that many hotels receive place mats from the aforementioned firm which publishes a place mat with a different design each month; and that the place mat in question, which is appended hereto, was furnished for the current month.

Messrs. Tolson, Harbo, Rosen and Glavin felt that the matter of the making of this place mat should be discussed with the Aatell & Jones Company with a suggestion that in the future on mats prepared by them, that a reproduction of the seal be not made. The remainder of the Conference was of the opinion that the mat, as made, is not objectionable and is opposed to any contact with the Company for the purpose of suggesting the elimination of the seal. (Mumford, Nichols, Clegg, Tracy, Egan, Gurnea)

4414

Should the Director agree with those who feel that the Company should be contacted, the attached communication should go forward to the SAC at Philadelphia.

EX-11

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc - Mr. Clegg
Mr. Hendon

70 FEB 7 1946

WRG:val

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

TO : Mr. D. M. Ladd DATE: January 15, 1946

FROM : C. H. Carson

SUBJECT: SIS Manual Changes

Paragraph 5 Section 4-A of the SIS Manual presently provides that an employee shall prepare a personnel status report upon his arrival at a new office of assignemtn. This personnel status report is no longer necessary as the personnel files of SIS employees are now forwarded to their new SIS offices of assignment when employees are transferred.

As all SIS employees register arrivals and departures at the Bureau with the Chief Clerk's Office, Section 5C of the SIS Manual should be changed to provide that they shall do this.

Section 6M of the SIS Manual now provides for two copies of inventories to be forwarded to the Bureau. One of these copies is retained in the Chief Clerk's Office and furnishes sufficient record of the office inventory and is the only copy utilized. A second copy which is placed in file serves no useful purpose. It is believed that this section should be changed to provide that only one copy of inventories need be submitted. This section also provides that an employee shall submit a personal inventory when arriving at a new office of assignment. This procedure is no longer necessary as employees' personnel files are forwarded to their new offices.

The United States Despatch Agent in New York has requested in connection with personal shipments that the company packing the shipment furnish him a packing list. It is believed that Paragraph 6-f in Section 6N of the SIS Manual should be changed to indicate that this additional information should be furnished the Despatch Agent.

RECOMMENDATION

It is recommended that the SIS Manual be changed in accordance with the changes noted above. Suggested Manual changes are attached.

1-22-46 - Approved by Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Harbo, McGuire, Rosen, Tracy, Hendon and Mumford.

Attachment

CHH/grv

EX-49

RECORDED & INDEXED

EX-49

66-2832-4416

FEB 6 1946

U.S. DEPARTMENT OF JUSTICE

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PROPOSED CHANGES IN SIS MANUAL

#323013

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DATE 8/20/92 BY

SECTION 4A - PERSONNEL STATUS REPORTS

(5) Delete

SECTION 5C - BUREAU ARRIVALS AND DEPARTURES

(2) Upon arrival at the Bureau, all employees shall first register in the Chief Clerk's Office.

(4) Before leaving Washington, such employees shall register their departure in the Chief Clerk's Office.

SECTION 6M - INVENTORIES - PROPERTY:

(1) The General Inventory is prepared on the SIS Inventory Form and consists of all Government property of a non-expendable nature charged to the office arranged under alphabetical classifications such as books, cabinets, chairs, charts, desks, dictating equipment, technical equipment, typewriters, etc. The description of each item given shall be sufficient to identify it, and serial numbers shall be given for all items having them. Ample space should be left throughout for additions during the year. Only the latest issues of reference books need be listed. The original is submitted to the Bureau.

(2) The Personal Inventory is prepared on Form FD-22 as of April 15 each year and lists the property which is charged to an individual. The original is forwarded to the Bureau and a copy is maintained in the individual's personnel file in the SIS office. The individual to whom these items are charged is responsible for them and must return them when their use has been completed. If an item should be lost, the Bureau should be advised immediately. Expendable items such as pamphlets, notebook binders, etc. are not listed on the personal inventory. As additional property is assigned to an employee, proper notations are to be made on form FD-22. Likewise any deletions are to be properly noted on this form. Property issued in an SIS office for the temporary use of an employee is not charged on his personal inventory, but a receipt in duplicate is taken by the Legal Attache from such employee. One copy of the receipt shall be placed in the administrative file of the employee and the other in the purchase and inventory file of the office. These property receipts shall not be destroyed at the end of one year along with other administrative material in the

ENCLOSURE 66-2554-4410

1-22-46 approved by Executives Conference, consisting of Messrs Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford. JKM

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

file but shall be retained until the property is returned or a new receipt for the property is obtained at the time of the annual inventory. Property charged to an employee shall be returned to the Legal Attache as soon as it has served its temporary purpose and upon its return a proper notation to that effect is made upon the receipt signed by the employee. Standard equipment obtainable in most offices should not be taken to new offices of assignment.

SECTION 6N - EXPENSE ACCOUNTS

(6-f) Personal shipments by freight shall be handled individually by the employee whose property is being shipped. The shipment shall be packed and crated. In shipments from the United States the Bureau shall be advised as to the location of the shipment, its ultimate destination, as complete a description as possible, and the name of the concern that will handle the packing and original shipment of the material. The shipment may be turned over then to such local concern with the request that a packing list showing the number, weight, size, and contents of each crate, box, or package be sent to the United States Despatch Agent, 45 Broadway, New York 6, New York, who will furnish them shipping instructions. The United States Despatch Agent will advise the transportation company to which port of exit the shipment shall be sent. The Bureau will reimburse the employee for the cost of shipment, but not for insurance. In making personal freight shipments to the United States the shipment shall be consigned to the United States Despatch Agent at New York or New Orleans and prepaid by the employee. Upon arrival in the United States the employee shall forward to the United States Despatch Agent the keys and duplicate customs declaration requesting that the shipment be cleared through customs and shipped to a specified address. The word "Confidential" shall be placed after the employee's signature.

GRH/grv
1-11-46

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo DATE: January 21, 1946

FROM : D. J. Parsons

SUBJECT: PROPOSED SAC LETTER

There is attached hereto a proposed SAC letter which has been prepared in accordance with the suggestion made by the Director in his memorandum of January 14, 1946, that suggestions of field Special Agents be solicited. It will be noted that this SAC letter which we have prepared relates primarily to technical equipment and it is suggested that it be referred to the Training and Inspection Division in order that they may amend it to widen its scope and include problems other than those of concern to the Laboratory.

Attachment - Approved by Exec Conf 1/25/46
Present: Messrs. Tolson, Glavin, Tracy, Nichols, Clegg, Rosen, Hendon, Harbo

DJP:FLM:EB

#323013

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RECORDED & INDEXED

FEB 7 1946

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FEB 13 1946

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the inquiry of FBI NA graduate Cleo Baca as to whether he would be able to take the two weeks' specialized training offered at the conclusion of the current session of the Academy. Baca is presently employed by the United States Secret Service at the Bureau of Printing and Engraving.

The Executives' Conference did not believe that Baca was eligible since he is employed by a Federal agency and in such employment with the Secret Service he would not be eligible to attend an initial session of the Academy as a regular student and, for this reason, the Conference believe unanimously that he should be considered ineligible. He had made his inquiry of Special Agent McGivern of the Washington Field Office who will be informed if the Director approves.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED

166-2554-4418

FBI

32 FEB 8 1946

INDEXED

EX-89

HHG:ER

#323013

ALL INFORMATION CONTAINED
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DATE 8/20/92

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 11 1946

THE DIRECTOR 2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference of January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion of stenographic instructor, Miss Beulah Wolfe, based upon her conversation with Miss Gandy concerning the assembling of Executives' Conference memoranda.

It had been observed that various methods of assembling such material were practiced, and it was recommended that the Stenographers' Manual be changed to read as follows:

"The proposed reply to a suggestion letter and any instructions to Bureau officials or the field based on the suggestion letter should be assembled individually. The incoming suggestion letter should be stapled to the original of the Executives' Conference memorandum. In clipping the above correspondence together, each outgoing communication is staggered, and the Executives' Conference memorandum is clipped on top."

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

#323013

ALL INFORMATION CONTAINED
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DATE 8/20/92 BY

166-2554-4419

RECORDED
INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion set forth in a memorandum from Mr. Callan to Mr. Rosen based upon conversation with certain In-Service agents developing the suggestion that "62-Miscellaneous" cases be included in the Bureau's manual and handbook as types of cases which can be closed in field offices by a memorandum.

This matter was considered at the Executives' Conference and since the classification "62-Miscellaneous" so often includes requests for investigations from the Bureau and since this classification was also used for many special investigations, it was believed unwise to issue blanket authority that such cases be closed administratively by memorandum. Therefore, the suggestion was recommended unfavorably by unanimous vote of the Conference.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED

12966-2554-4420

31 FEB 8 1946

EX-99

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Sp5 Ciplca

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

COPY

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

AR:MP

TO : THE DIRECTOR DATE: 1946

FROM : The Executive Conference

SUBJECT: PRESIDENTIAL PARDONS GRANTED TO MEMBERS OF THE ARMED FORCES

The Executive Conference on January 30, 1946, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg, and Rosen in attendance, approved the attached Bureau Bulletin which advises that on December 24, 1945, the President issued a proclamation granting pardons for Federal offenses committed by members of the Armed Forces before enlistment. The Pardon Attorney furnished the Bureau with copies of this proclamation, which states that all members of the Armed Forces who enlisted or were inducted into the Services on or after July 29, 1941, and who have served one year or more, and who are honorably discharged, shall receive such pardon.

Very truly yours,
FOR THE CONFERENCE

Director's Notation: "OK H."

Clyde Tolson, Chairman

Attachment
cc-Mr. Hendon
Mr. Clegg

RECORDED Edward A. Tamm

66-2554-4421

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

#323013

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57 FEB 18 1946

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THE DIRECTOR 2/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 30, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the inquiry of the Baltimore Office as to whether the Bureau would assist in conducting a traffic survey in the town of Hyattsville, Maryland. It was pointed out that the congested traffic problem in Hyattsville has been a serious one and the subject of considerable publicity in the city and county newspapers.

The Executives' Conference unanimously recommended that it be an established policy of the Bureau that no such traffic surveys would be conducted by any Bureau representative as the survey work was too remote from our responsibilities, and it was recognized that the Bureau would not conduct all-round surveys of police departments except in such special fields as records and fingerprints in which the Bureau has been designated specifically as the national clearing house and has the responsibilify of maintaining uniformity.

If this is approved, the Baltimore Office is being advised that the Bureau is unable to lend such assistance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED

66-2554-4422

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/90 BY Sgt Cipkins

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 12 1946

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion of Mr. J. A. Carlson that in connection with the proposed deletion of four obsolete sections of the National Defense Manual and the amendments by way of elimination of the obsolete portions of numerous other sections such modifications of the National Defense Manual be held up for 90 days for the following reasons:

1. The Mechanical Section presently has a large number of manual changes that have already been approved and which are awaiting printing.

2. There are other heavy burdens on the Mechanical Section which would make the reprinting of the National Defense Manual at this time impractical since its urgency does not exist.

3. It was believed that after 90 days it would be possible to discontinue many other sections of this manual and perhaps eliminate the National Defense Manual as a separate manual and at that time add the portions which are pertinent and continue to the revised Manual of Instructions.

Mr. Strickland of the Security Division was of the same opinion and the Executives' Conference concurred unanimously believing that it would effect economies in the long run to wait as suggested.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

EX-10

66-2554-4423

RECORDED & INDEXED

FEB 8 1946

HHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 8/20/92 BY SP5ci/bce

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FEB 1946

THE DIRECTOR 2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the memorandum from Special Agent Fitch to Mr. Ladd regarding the attendance of Army MP Personnel at the FBI National Academy.

The Conference considered this inquiry and believed that the present rules which do not permit the attendance of such personnel at the Academy be continued and that Mr. Fitch be authorized to notify the official who made the inquiry accordingly.

The inquiry was made by Major Clarence T. Lundquist of the Provost Marshal General's Office.

I concur thoroughly
Concur
H

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

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66-2554-4424

FEB 8 1946

EX-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 12 1946

THE DIRECTOR

February 7, 1946

THE EXECUTIVES' CONFERENCE

SCHOOL FOR FIELD CHIEF CLERKS Training Schools

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire, and Clegg, unanimously approved the recommendation that there be held in Washington two schools for Chief Clerks of field offices with representatives of half the offices present at one school beginning on April 15th and continuing through April 19th and the other half attending a school beginning April 29th and ending May 3rd. The Chief Clerk's Office will select the offices to be represented in each of these schools.

There is attached hereto a one week's program to be given to each of these classes. It was also agreed that either the actual Chief Clerk or a principal clerical employee selected by the SAC could attend whichever it was felt would be more profitable to the field office.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013
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DATE 8/20/92 BY Sgt/Lee

RECORDED
&
INDEXED

66-2554-4425
F B I
FEB 8 1946

cc - Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

FEB 12 1945

THE DIRECTOR

February 7, 1946

THE EXECUTIVES' CONFERENCE

ALIEN ENEMY REGISTRATION FORMS

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, approved the recommendation of Special Agent Supervisors J. A. Carlson and J. C. Strickland for the elimination of Alien Enemy Registration Forms FD-90, FD-91, FD-97, FD-98, FD-99, FD-100 and FD-101 which are in the FBI Form Book but which are now obsolete.

The attached letter to all SACs will instruct them to remove these forms from the form book if the Director approves.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013
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DATE 8/21/92 BY Sp/Cibce

RECORDED & INDEXED
EX 64 197

66-2554-4426

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

FEB 12 1946

THE DIRECTOR

EXECUTIVES' CONFERENCE

February 7, 1946

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY Sgt Wilbe

Instructions were recently issued that the San Francisco and Los Angeles Offices should cease utilizing the State teletype system for the purpose of communicating with Special Agents out of the headquarters city. It had been determined that they were following the practice of reporting movements of Agents by this medium and of sending investigative instructions in routine cases over the system. SAC Hood has requested reconsideration, recommending that the system be utilized as in the past for the following reasons:

1. That it is more economical since for one month a check determined that the messages costing $28.00 on the State teletype facilities would have cost $250.00 over commercial facilities.

2. That it is more prompt since police departments make it a point to communicate with the Agent any time there is a teletype for him, while commercial telegrams are taken back to the office during the Agent's absence during the day and are not available until they actually return to the resident agency.

3. That the use of the State facilities forces Agents to maintain closer contact with the police departments.

4. That no difficulties have been encountered in the past, that the press generally does not pay any particular attention to the communications coming in on the machines and in many instances they are so arranged in police departments that the press does not have direct contact with the machines.

The Conference reconsidered this question and for the reasons above Messrs. Tracy, Harbo, and Mumford recommend that the use of the State facilities be permitted to San Francisco and Los Angeles and also be extended to San Diego. The remainder of the Conference consisting of Tolson, Glavin, and Hendon recommend against the use of State facilities. They are of the belief that such use constitutes a potential danger and that inevitably embarrassment will arise. They feel there is too much of a chance that highly confidential material will be sent over the system to some Agent or by an Agent of a field office which will cause trouble. They do not feel that messages which upon any occasions are easily available to the press should be sent in this manner. These members of the Conference also feel that commercial facilities will serve every matter insofar as promptness is concerned. Upon the Director's consideration appropriate instructions will be issued.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

EX-85

66-2554-4427

FEB 8 1946

70 FEB 12 1946

RCH:rs

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Administrative Division of the Bureau has submitted a form letter to be addressed by field offices to the Bureau to notify the Bureau of the arrival or departure of employees on special or court assignments. The Administrative Division advises that this form would be a simplified and easy method of reporting these arrivals and departures.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously approved this as a required form.

If the Director approves, the form will be prepared and included in the form book and instructions will be issued accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY Sgt Gilbert

RECORDED & INDEXED 166-2554-4428
FEB 8 1946

X-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

12 1945

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

U.S. MARINE POLICE SCHOOL
QUANTICO, VIRGINIA

February 7, 1946

The Executives' Conference on January 31, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, approved the request of officials from the Marine Corps at Quantico for representatives of the Bureau to appear two nights each week for six weeks before the Marine Corps Police School on subjects which relate solely to criminal investigations. Attendance by Marine Corps personnel will be voluntary. The number to attend can not be determined in advance and any Marines on the reservation will be permitted to attend if they care to although the general purpose is to train for Marine police work.

Mr. Glavin recently contacted Marine Corps officials in Washington and it was ascertained that they have officially approved this school. In view of the cooperativeness of the Marine Corps at Quantico, in view of the official request which has been made and as the instructors of the Training and Inspection Division will gladly volunteer their time for this assignment the conference unanimously recommended approval for one school of six weeks of this type in which the Bureau representatives will participate.

Respectfully
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

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DATE 8/21/92 BY Sgt cifbc

RECORDED & INDEXED

66-2554-4429

EX-64

19 FEB 8 1946

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Candy

Mr. Hendon
Mr. Clegg

HHC:PJG

FEB 12 1945

THE DIRECTOR

February 5, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Mumford, Ladd, Harbo, Glavin and Nichols reconsidered the matter of sending the FBI Law Enforcement Bulletin to law enforcement officers outside the Western Hemisphere. The Conference had previously recommended that this be deferred for further consideration until November of this year, but the Director asked that it be reconsidered on February 1.

The Conference was of the unanimous opinion that any law enforcement officer outside the Western Hemisphere who requests the Law Enforcement Bulletin should be placed on the mailing list.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon

cc - Mr. Clegg

#323013

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HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY Sp5 cifbc

RECORDED & INDEXED

77 166-2554-4430

EX-64

LBN:SL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

20 FEB 12 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013

February 8, 1946

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The Conference considered the practice of long standing in the Laboratory which involves referring to some other Federal agency material submitted for examination, when it appears that a Federal violation within the jurisdiction of the other agency is involved. Most such instances have consisted of referrals either to the Secret Service or to the Narcotics Bureau. This procedure has been followed whether the material was received from a private citizen or from a local law enforcement agency, and has been based on the usual Bureau practice of referring matters of interest to other Federal agencies.

However, last month, a United States Government check suspected of having a forged endorsement was referred to the U. S. Secret Service after receipt by the Laboratory from the Chief of Police, Keene, New Hampshire. The Boston Field Division has advised that the Chief was unhappy over the fact that the Bureau referred the evidence to the Secret Service. He pointed out that there was a State violation involved, inasmuch as the check was stolen from a private residence, and he felt that he had a right to expect that the evidence would be examined or that it would be returned to him if we did not feel we should examine it.

The Conference, consisting of Messrs. Tolson, Glavin, Clegg, Ladd, McGuire, McCabe, and Harbo, was unanimously of the opinion that in the future the following policy should be followed in handling evidence submitted to the FBI Laboratory which is of possible interest to other Federal agencies but which may also involve a violation of State laws.

1 - That all such matters received from private citizens be referred by us directly to the interested Federal agency.

2 - Submissions from police agencies: The Laboratory will conduct the examination in all instances where we are equipped to handle it, submit the report and return the evidence to the contributing agency. The Laboratory report will include a statement that the matter may constitute a violation within the jurisdiction of a specified Federal agency.

3 - In the event an examination is requested which we are not in a position to handle, the evidence will be returned directly to the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 1 1946

EX-50

RECORDED & INDEXED

66-2554-4431

local contributing agency with such suggestions as may appear appropriate under the circumstances. It is anticipated that there will be few, if any, such cases.

There is attached a letter to the Chief of Police at Keene, New Hampshire, in the event the proposed policy is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

February 8, 1946

THE EXECUTIVES' CONFERENCE

APPLICATION OF DREXEL GIBSON FOR FBINA

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, considered the recommendation of Legal Attache Clarence W. Moore of Panama City that Drexel Gibson, a civilian and Chief of the Civil Intelligence Section of the Canal Zone, be approved for attendance at the next session of the FBI National Academy. Gibson is a civilian recently appointed to succeed an Army Officer in charge of this work during the war although it was a civilian agency prior to the war. It is the Intelligence Unit of the Panama Canal. Gibson's relations with the Bureau are friendly. He was recommended by the previous civilian Director. The Governor of the Canal Zone has obtained clearance for Gibson to attend and has the funds to pay his expenses and Legal Attache Moore believes that Gibson is an ideal candidate. It is uncertain as to whether Gibson would be able to attend the April or July session. The Conference recommended that he be approved and if agreeable to the Director it is suggested that a wire be sent to the Legal Attache advising that Gibson would be elgible to attend the April session of the Academy.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY Sgt Cilbert

RECORDED & INDEXED
66-2554-4432

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Candy

cc - Mr. Clegg
Mr. Hendon

HHC:PJ

51 FEB 12 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013

February 8, 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SGS Wilbur

The Conference considered a proposal that smoking be permitted in administrative offices of the Bureau on the 6th and 7th floors of the Department of Justice building. It was pointed out that smoking is presently permitted in all administrative offices in Bureau space both in the Justice building and the Armory with the exception of the 6th and 7th floors of the Justice building. Thus the restriction applies only to administrative offices occupied by the Laboratory and the Records Section. On those floors, employees are permitted to smoke in rest rooms and in elevator lobbies. In order to make the rule uniform throughout the Bureau, it was proposed that smoking be permitted in the administrative offices of the Laboratory and the Records Section. As at present, smoking would not be permitted in the working space either in the Laboratory or in the Records Section. Evidence is constantly under examination in the Laboratory working space, but is not handled in the administrative offices.

This distinction is comparable to that observed in other Divisions of the Bureau, such as the Identification Division where smoking is permitted in the administrative offices but not in the working spaces; the Training Division where smoking is permitted in administrative offices but not in classrooms; the Mechanical Section where smoking is permitted in the administrative office but not in the working space.

Consideration was given as to whether employees assigned to working space would feel discriminated against as compared with those occupying administrative offices, but it was felt they would recognize the distinction as a reasonable one and this is borne out by experience in those Divisions where the proposed rule is already in operation.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, McGuire, Mumford, Rosen, and Harbo unanimously recommend that smoking be permitted in administrative offices of the Laboratory, including the offices of the Section Chiefs, and in the offices of the Records Section supervisors on the 6th and 7th floors. This would result in a uniform rule throughout the Bureau.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED 66-2554-4433

INDEXED 199

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Clegg
Mr. Hendon

DTH:AF

FEB 12 1946

TO: THE DIRECTOR

February 6, 1946

FROM: THE EXECUTIVES' CONFERENCE

SUBJECT: MICROPHONE INSTALLATION
SAN FRANCISCO OFFICE

The Executives' Conference on January 31, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Lumford, Rosen and Clegg, considered the suggestion from the San Francisco Office that they be authorized to install a microphone in one of the interview rooms. They have no such microphone in a conference or interview room at this time although such equipment is located in the office of the SAC, the ASAC and in a detention cell.

The conference unanimously approved the installation of this microphone in interview room 1720 of the San Francisco Office. If approved there is attached hereto a letter to the San Francisco Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY

30 RECORDED & INDEXED 66-2554-4434

51 FEB 12 1946

THE DIRECTOR

2/8/46

THE EXECUTIVES' CONFERENCE

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY Sp/ci/ka

TRAINING ON FEBRUARY 22, 1946
TRAINING AND INSPECTION DIVISION
In-Service Classes and National Academy

The Executives' Conference, Messrs. Glavin, Harbo, Ladd, McGuire, McCabe and Clegg being present, gave consideration to the fact that February 22 is a legal holiday and in connection with the Training Schools, the following recommendations were made: (1) that the FBI NA be excused on that date from all classes and since this holiday is on Friday it will permit those who reside in nearby areas to visit their homes over the holiday and weekend if they care to. One-half the class will be at Quantico receiving firearms training and any of the members of the class who voluntarily desire to remain the additional day for this training will be permitted to do so and an instructor will be on the range prepared to give them the additional training. The other half of the class scheduled to be in Washington for regular classroom activities will be excused. (2) As for In-Service Classes, it was believed that since one class would be at Quantico, they should continue with the regular In-Service training and another class would be completing its final day of In-Service training on this holiday (Friday) and it was believed by the conference that the Agents in the class would prefer to remain in class on this holiday and be given compensatory leave of an equivalent amount upon their return to their own headquarters where, for the most part, their families are located.

The present procedure which requires that In-Service Classes at Quantico perform work on Saturday and Sunday is handled by an announcement before the In-Service Class on the opening day to the effect that it was believed that the Agents would prefer to take compensatory leave on an hour-for-hour basis upon their return to their field offices and thus continue their In-Service Training on Saturday and Sunday and that if this was agreeable to the members of the class, such compensatory leave will be granted upon their return to their field offices. They are also advised that if this is not agreeable, instead of electing to receive over-time pay which the law permits, those who might desire the over-time pay rather than compensatory leave should not attend class on Saturday and Sunday. To date no Agent has expressed a preference for over-time pay or for not attending class, in accordance with the announcement. It is believed that a similar announcement should be made to the Agents who will attend In-Service Classes on February 22 and this announcement would apply to the holiday as well as to the Saturday and Sunday attendance at these In-Service Schools.

The Executives' Conference unanimously approved holding the In-Service Classes this holiday with the announcements to be made as indicated.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Tamm
Starke
Quinn Tamm
Nease
Gandy

RECORDED
INDEXED
66-5554-4435

FEB 12 1946

COPY: FC

SONAL ATTENTION

SAC, Washing 25, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

BLACK MARKET IN RAILROAD TRANSPORTATION,
WASHINGTON, D. C.
MISCELLANEOUS

Reference is made to the publicity which appeared in the Washington Times-Herald newspaper January 23, 1946, in which it was stated two reporters were able to secure railroad pullman reservations by the payment of money in excess of established rates, whereas the general public was unable to purchase such tickets at the railroad ticket office.

Your attention is directed to Bureau Bulletin No. 11, dated February 9, 1944, wherein I advised the Field of our agreement to cooperate with the Office of Defense Transportation in eliminating the Black market in railroad transportation. By letter dated March 7, 1944, market "Personal Attention" each Special Agent in Charge was instructed to immediately initiate an investigation into the widespread scalping and profiteering of railroad and pullman tickets. You were instructed at that time to cause a survey to be made and to make arrangements for sources of information to keep you advised of any violation with respect to this matter.

A review of the Bureau files was made after the above publicity appeared and failed to reflect that your Office had advised the Bureau of any black market activities in connection with railroad and pullman tickets in the Washington, D. C. Area. Since your Office has not reported any apparent black market violations with respect to railroad tickets, it is apparent that your informants and sources of information are not alert and indicates a state of apathy on your part in not having such matters reported to you.

You are instructed to advise the Bureau immediately the results of your investigation with respect to the article which appeared in the Washington Times-Herald.

Je

1-29-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon and Mumford. - JKM

GRL:MMC

COMMUNICATIONS SECTION
JAN 30, 1946

RECORDED

66-2554-4436

FEDERAL BUREAU OF INVESTIGATION
FEB 11 1946
U. S. DEPARTMENT OF JUSTICE

#3230 13

ALL INFORMATION CONTAINED
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DATE 8/21/92 BY

70 FEB 14 1946

66-2554-4436 FILED IN CRIMINAL

70 FEB 13 1945

RECORDED 66-2554-4437

FEDERAL BUREAU OF INVESTIGATION

FEB 12 19

U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-20-1095

C

UNCLASSIFIED

Office Memorandum · UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: 2-4-46

FROM: D. M. LADD

SUBJECT: PROPOSED [redacted]

b2
b7E

Reference is made to the memorandum of Mr. A. Rosen, dated January 10, 1946, in which it was stated that the [redacted]

b2
b7E

consideration of all factors involved, it does not appear that [redacted]

RESULTS OF INSPECTION BY
SA JAMES H. KIRKLAND

According to Mr. Kirkland, [redacted]

b2
b7E

[redacted]

b2
b7E

[redacted]

JDD:mod

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

ORIGINAL PAGE SPLIT

[redacted] b2 b7E

DISADVANTAGES OF PROPOSED [redacted] b2 b7E

[redacted] b2 b7E

Another undesirable factor enumerated by Mr. Kirkland was the absolute lack of [redacted] b2 b7E

A further disadvantage lies in the fact that the [redacted] b2 b7E

ADVANTAGES OF PROPOSED [redacted] b2 b7E

The following advantages of this [redacted] were enumerated by Mr. Kirkland: b2 b7E

1. It would be more economical to [redacted]

2. [redacted] b2 b7E

CONFIDENTIAL

3.

4.

5.

b2
b7E

SUGGESTION THAT [redacted]

b2
b7E

The aforementioned factors involved in the proposed change were discussed by Mr. Kirkland with SAC Connelley who agreed with Mr. Kirkland that in view of the disadvantages [redacted]

b2
b7E

Mr. Kirkland made a [redacted]

b2
b7E

The only [redacted] to be considered, therefore, would be that of [redacted]

b2
b7E

Should this not be possible, [redacted]

b2
b7E

CONFIDENTIAL

[redacted] b2 b7E

RECOMMENDATION OF SPECIAL AGENT JAMES E. KIRKLAND

Mr. Kirkland concluded that, based upon his examination of the proposed [redacted] b2 b7E and these are set forth as follows:

1. [redacted] b2 b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. [redacted] b2 b7E

5. [redacted] b2 b7E

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to [redacted] b2 b7E

Memorandum for the Director

[redacted]

BUREAU POLICY REGARDING [redacted]

b2
b7E

The Bureau has consistently maintained that [redacted]

b2
b7E

RECOMMENDATION

For your approval there is attached a letter to the [redacted] granting authorization to [redacted]. This authorization is based upon the recommendation of Special Agent James L. Kirkland and the SAC at [redacted] would be more practical from a security and economical standpoint [redacted]

b2
b7E

Approved by Executives Conference with Messrs. Tolson, Ladd, Clegg, Tracy, Harbo, McGuire and Mumford present, February 6, 1946.

JKM

Attachment

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/[illegible]/46
OJK:RH

FROM : A. ROSEN

SUBJECT: SUGGESTED BUREAU BULLETIN REPORT WRITING - COPIES TO BUREAU MARKED "FILE"

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY [illegible]

BACKGROUND

Upon the institution of the deserter program, this program was so set up that reports in deserter cases are not reviewed by the Supervisor at the Bureau in view of the large volume of these cases. It should be noted that full utilization is made of teletypes of apprehension and that, accordingly, no review of written investigative reports is necessary.

The field has previously been advised that reports in deserter cases, even where the subject is carried as a fugitive, are not reviewed at the Bureau and it is well understood that information of interest to the Bureau must be brought to the attention of the Bureau by letter or teletype in these cases.

The present rule in connection with Selective Service cases where subjects are carried as fugitives provides that reports which do not contain statistics and which need not be directed to the Bureau's attention before being filed are to be stamped for the file except where initially reporting a fugitive subject, reporting apprehensions, etc. It will be noted that these exceptions would not be required in connection with deserter reports inasmuch as teletype are utilized for posting such information.

During the period from December 3, 1945, to January 9, 1946, a period of slightly over one month, a count was made by the Deserter Desk and it was ascertained that 6,658 reports were received during that period of time. These reports were initialed for the file without being reviewed and it is estimated that the total time required for this handling was between eighteen and nineteen hours.

RECORDED
66-2554-4438
FEDERAL BUREAU OF INVESTIGATION
FEB 1 1946

PROPOSED BULLETIN

The attached bulletin would place reports in deserter cases on the same basis with reports in the thirty-five classifications of Bureau cases listed in Bureau Bulletin #11, Series 1945, Section B, dated February 7, 1945. As a consequence, reports in routine deserter cases would be [illegible] stamped with the word "File" by the Supervisor in the Bureau office prior to forwarding the report to the Bureau. Issuance of such instructions would eliminate a great deal of unnecessary work on the Deserter Desk.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM - On January 30, 1946, the Executive Conference approved the attached Bulletin with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg and Rosen attending.

Attachment

Director's Notation: "OK H"

RFC:MFC

MR. NICHOLS 1-28-46

R. F. CARTWRIGHT

DESTRUCTION OF OBSOLETE RECORDS

Some months ago after conclusion of an inventory of all field records we presented a request to the National Archives for authority to dispose of closed Field Divisions' files which had been transferred from offices of the Bureau previously closed to other offices. For example, the Chicago Field Division was in possession of six file cabinets full of closed cases transferred from the Milwaukee Field Division around the year 1925. Other offices had material in a similar category. There was a total of about 108 cabinets of such files throughout the field and the period covered by these files in various offices was from the years 1910 to 1938.

Approval was received from the National Archives during April 1945, for the destruction of this material and letters were forthwith written to the field offices concerned instructing that the files be destroyed. At this point all offices have advised of destruction except New York, Philadelphia, and Portland and letters have been submitted to the latter three offices requesting advice as to the situation at this time.

Since the inventory was made last year a number of letters from various field divisions have been received suggesting destruction of obsolete material, destruction of extra copies of Bureau reports, etc. These suggestions are motivated evidently by space and file cabinet equipment conditions. Most of them have been of a piecemeal character. For instance, the suggestion that extra copies of Bureau reports be destroyed, which has come from various sources, is not, I believe, tenable from time and cost considerations. No doubt the deletion from the field files of extra copies of reports would reduce them substantially in size but the procedure of going over these files for that purpose would be lengthy, cumbersome, and costly from an employee's time standpoint.

In whatever direction we move on the problem of field files it will be necessary first to obtain approval from the National Archives Council for their destruction. I believe that whatever approval we need for the destruction of closed Field Divisions' files would be forthcoming on the basis that they are duplications of the original reports which are maintained in the central files of the Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 FEB 19 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY Specialist

66-2554-4439

FEDERAL BUREAU OF INVESTIGATION
FEB 11 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3286-196

The inventory of field files developed last year as of May 1, reflected that up to January 1, 1924, we had 6,805 classified files; as of January 1, 1940, we had 593,495 classified files; and as of May 1, 1945, we had 2,560,568 classified files. It can be seen that the vast preponderance of our classified files have been accumulating since January 1940.

In addition to the classified files, that is, those files set up under the Bureau's present classification system, there are throughout the field some amounts of older, unclassified material dating back to years prior to 1924, such as the miscellaneous and old German categories. From the inventory reports received from the various field divisions much of this material is in very poor condition in the field, is unindexed and consequently of very negligible value. It is believed that the Bureau may wish to take action in the matter of destruction of this material possibly after review by inspectors or other qualified personnel sent out to the field divisions for that purpose.

In any event it is felt that in the course of the ensuing months it may become necessary to greatly reduce all our older files in the field to make room for current expansion needs.

RECOMMENDATION:

It is accordingly recommended that the attached memorandum be sent to the Administrative Division of the Department of Justice attaching National Archives form #108, requesting approval for the destruction of all closed field divisions' files on the basis they are duplicates of the original files maintained at the Seat of Government. If such approval is obtained the Bureau will be under no obligation to destroy all its closed field files but can, at its discretion, destroy whatever categories or types it desires. If this recommendation is approved consideration can then be given the actual destruction of certain field files pending authority of the National Archives.

ADDENDUM; LBN:hbm; 2-1-46

The foregoing was unanimously recommended by the Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols.

COPY:FC

January 31, 1946

#323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sgt/jpc

Mr. S. K. McKee
Federal Bureau of Investigation
U. S. Department of Justice
1836 Raymond-Commerce Building
Newark 2, New Jersey

Executive Conference

Dear Mr. McKee:

Reference is made to your communication of January 11, 1946, with which you transmitted copies of a suggested amended Bureau form, FD 113, it being believed by you that if the changes as reflected are made, considerable clerical time will be saved by obtaining the necessary information for the preparationof the administrative report from the Special Agents.

The Bureau has given careful consideration to your recommendation of the proposed amended Bureau form, FD 113, but feels that the savings in clerical time would be offset in the loss of Agents' time and, therefore, is opposed to the adoption of the suggestion.

Although it has not been possible to adopt your suggestion, I do wish to take this opportunity of expressing to you my sincere appreciation for the interest which you have shown in submitting it to the Bureau.

Sincerely

J. Edgar Hoover

The Executive Conference of 1/25/46 consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin approved the a bove letter to SAC McKee.

RECORDED & INDEXED

WRG:val

COMMUNICATIONS SECTION
FEB 1, 1946

EX-64

64-2554-4440

50 MAR 6 1946

COPY: FC

SAC, NEW YORK FEBRUARY 6, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

APPROVED FORMS Executive Conference

Reference is made to your letter of January 5, 1946, referring to certain forms used in the New York Office which have not been approved by the Bureau. The Bureau has given consideration to the two unapproved forms on which you requested approval. It is noted that you have discontinued theuse of all the other forms listed in your communication.

Of the two forms which you desire permission to continue to use, the Bureau approves the form captioned "Request Information From FBI, New York, on the Following," which is used by various governmental agencies in furnishing you information to serve as a brief for name checks. Although the Bureau approves this form, the Bureau does not approve your printing up the form for distribution to the governmental agencies other than that you are authorized to submit a sample copy to the agencies which make such requests, and they in turn can prepare the quantity of such forms which they desire to use in the future. This action is based upon the fact that although the form is convenient to your office and insures that adequate information will be furnished to facilitate the file check, it becomes, in fact, a part of the supply of forms to be utilized by the other governmental agencies, and the Bureau is unable to furnish the supplies for these other agencies.

The Bureau also approves the form captioned "Agents' Dictation" which is for the purpose of aiding your office in making the assignment of stenographers to agents desiring to dictate.

HHC:ER

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY

NOTE: Approved 1/24/46 Executives Conference, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg.

COMMUNICATIONS SECTION
FEB 6 1946

RECORDED 66-2554-4441

EX-64

50 APR 4 1946

THE DIRECTOR

February 8, 1946

THE EXECUTIVE CONFERENCE

It has brought to the attention of the Conference that outgoing Laboratory reports are not reviewed in the Reading Room in accordance with the general rule that communications bearing the printed facsimile signature of the Director are not reviewed there.

The first page of the Laboratory report, a copy of which is attached hereto, is a printed form with a number of headings designed to conserve the time of typists. However, the Laboratory report is otherwise an original typewritten report, as distinguished from a printed form.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, McGuire, Mumford, Rosen, and Harbo, was unanimously of the opinion that outgoing Laboratory reports should be reviewed in the Reading Room in the same manner as outgoing typewritten communications prepared in other Divisions. This would not apply to any form letters used by the Laboratory where the only specially typed material consists of the name of the addressee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Attachment

RTH:AF

RECORDED & INDEXED 73

66-2554-4442

32 FEB 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sgscifica

FEB 14 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 8, 1946

The Executive Conference of February 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Clegg, Tracy, McGuire, Harbo and Glavin considered a suggestion submitted by Chief Clerk Buist W. Swaim of the Birmingham Office concerning attendance and leave records.

For the Director's information, Mr. Swaim suggests that the Bureau's regulations be revised to provide for the retention of the Field Office file copy of the Daily List of Absences for a period of 18 months (Present Regulations require that these lists of Daily Absences be retained for a period of 90 days and then destroyed.).

Swaim points out that this would enable the Field Office to have a record of leave other than the individual leave record card; that he believes by at least an annual double check of the leave record cards against the Daily Lists of Absences will reduce the margin of error; and that under the present policy of destroying these Daily Lists of Absences after a period of ninety days we have no method, subsequent to ninety days after preparation, of checking the leave record cards for accuracy.

Swaim further suggests that Bureau regulation providing that the 3 x 5 leave request slips be retained for a period of ninety days after which they may be destroyed be revised to permit the destruction of these slips after the appropriate entry has been made on the Daily List of Absences submitted to the Bureau. Swaim points out that there appears to be no reason for retaining these requests after such entry on the Daily List of Absences has been made.

RECORDED INDEXED 166-2354-4443

The Conference was advised that the Leave Clerk in the Bureau feels that the 3 x 5 leave request slip should be retained for a period of 90 days as presently required. It was pointed out that it is felt if there is going to be any question concerning an employee taking leave, it will be within a 90 day period; and at the present time, the only record which bears the autographic signature of the employee is a 3 x 5 annual leave request, and this request could then be utilized in case there is any misunderstanding concerning leave taken. It is not felt that these annual leave request slips need be retained for a period of more than 90 days.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRC:val

FEB 15 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY

With reference to the retention of the Daily Lists of Absences for a period of 18 months, the Conference was advised that under present regulations the Daily Lists of Absences are furnished to the Bureau; and that the record, which is the basis for reporting on the Daily Lists of Absences, is the regular Number 1 Sign-in Sign-out register of the various Divisional Offices. Since the Number 1 register necessarily must be retained for a period of two years under the present regulations, it is not felt that the daily Lists of Absences record need be kept for a period longer than 90 days; and if any check is necessary of the leave records maintained in the Field Office, such a check can be appropriately made from the Number 1 register.

The Conference agrees that the present regulations pertaining to the leave records should be continued.

Should the Director agree, the attached communication should go forward to Chief Clerk Swaim.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

THE DIRECTOR

February 8, 1946

THE EXECUTIVES' CONFERENCE

NA GRADUATES
OMAHA FIELD DIVISION

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, considered the suggestion of SAC Logan of the Omaha Office that contacts be made with graduates of the National Academy every two months instead of the requirement that such contacts be made every four months as at present. He points out that every two months a report concerning the graduates of the National Academy is to be submitted with personal items as to promotions, etc. and in view of the requirement that they be contacted every four months but that a report be prepared every two months he was of the opinion that the contacts should be more frequent also.

The Executives' Conference considered this matter and felt that it would be advisable that the contacts continue as at present with a requirement for the contact at least once every four months. The report to be submitted every two months is to cover any information obtained during the two months' period which would be of interest for the FBINA News Letter and can cover the contacts made during the 60 day period and any information obtained by correspondence in order to keep fresh news items available for the News Letter. It was thought that to make a requirement that each graduate be contacted more frequently than once each four months would impose an increasingly heavy burden on the field which would not be justified.

There is attached hereto a letter to SAC Logan in this connection if approved.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

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DATE 8/24/92 BY

RECORDED & INDEXED

66-2537-4444

302

EX-64

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Gordon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon
Mr. Clegg

FEB 14 1946

HHC:PJ

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 31, 1946

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a suggestion submitted by Miss Marie Lundy of the Administrative Division concerning the disposition of old inventories.

Miss Lundy stated that there are maintained in the Chief Clerk's Office at the present time all Seat of Government inventories since 1936 and recommended that all inventories more than two years old be destroyed.

The Conference was advised that inventories are taken annually and the new inventories are balanced and brought into agreement with the inventories of the year past; and that it is the belief that these inventories need not be retained for a period of more than two years since experience has shown that it is not necessary to go back over that period of time in order to properly bring the inventories into balance.

The Conference recommended approval of this suggestion. Should the Director agree, the attached communication should go forward to Miss Lundy.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Director's Notation: "OK. H."

cc - Mr. Clegg
Mr. Hendon

RECORDED 66-2557-4445

WEG:val

EX-59

FEB 14 1946

62 #3238/3

MAR 11 1946

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DATE 8/24/92 BY Specifiec

66-3294-19

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FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-25-2011

CONFIDENTIAL

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 7, 1946

#323013
Classified by Specifiec 8/24/92
Declassify on: OADR

The Executive Conference of February 6, 1946, consisting of Messrs. Tolson, Mumford, Ladd, Nichols, Harbo and Glavin considered the cryptographic work presently being handled by the Cryptographic Section of the Technical Laboratory.

For the Director's information, there are 33 employees in the Cryptographic Section at the present time - 30 Cryptographers and 3 clerks.

The Conference had designated a Sub-Committee of Messrs. Mumford, Harbo and Glavin to determine the worth of the work presently being performed by the Cryptographers.

The Sub-Committee reported as follows to the Conference:

Work on Hand

In the Cryptographic Section, as of January 30, 1946, there were six delinquent cases. There were 4,254 active messages being worked on and 12,907 inactive messages. In addition thereto, there were 2,436 messages from the HDZ Circuit, a former German circuit working from the continent to the Argentine. These 2,436 HDZ messages have not been read and each message is approximately 60 groups long, the equivalent of 300 letters, each letter in the cipher text representing a letter in German plain text. These messages are from a period as follows:

1942	1943	1944	1945	Total
22	866	1546	2	2436

121 of the HDZ messages can definitely be read. This will require at least 40 man days of work. Most of the 121 which can be read fall between January of 1943 and January of 1944. Some, however, were transmitted in June 1944. Of the remaining HDZ Traffic, it is difficult to determine how many messages the Cryptographic Section might be able to read or the amount of time which might be required since Cryptographers are not in a position to tell without further work how many messages they can locate in the same key. If they find 50 so associated, their decryptment would require approximately 15 man days. If they cannot find 50, the amount of time necessary to read the traffic would be increased. They point out that with 30 messages of a like key, it would take approximately 30 man days to decode that number of messages. To determine whether they have as many as 30 messages in the same key, that is to exhaust all possibilities, it would require an estimated 200 man days.

Mr. Tolson
Mr. E. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:vml

CONFIDENTIAL

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66-25514-4446

80-41-6288

Original in

Type of Work Being Handled by the Cryptographic Section ~~CONFIDENTIAL~~

At the request of the Security Division, the Cryptographic Section is handling diplomatic cable and radio traffic for the following countries:

Argentina	Ecuador	Russia
Brazil	France	Spain
Chile	Mexico	Uruguay
Colombia	Peru	Venezuela
Cuba	Portugal	Yugoslavia

At the present time, the Cryptographic Section cannot read the following diplomatic messages:

Argentina	Russia
Colombia	Uruguay
France	Yugoslavia

They have been able to partially read in the past messages from the remainder of the countries.

Need for Continuing this Work

The Conference was advised that the work furnished on the HDZ traffic has been of tremendous assistance to the State Department; and that the major part of the case against the Argentine, which is of particular interest to Assistant Secretary of State Braden at the present time in making a case against the Argentine, is the result of decoded messages - the work of the Cryptographic Section. Mr. Braden is particularly anxious to secure any other information as a result of this HDZ traffic at the earliest possible date since the Argentine problem will be made a matter of conversation, conference and action at the Pan American Conference which is to be held at Rio de Janeiro in March of 1946.

Further, the diplomatic exchanges between the other South American countries are of particular importance to the State Department at the present time, particularly in view of the forthcoming Pan American Conference. The Conference was advised that the Cryptographic Section has been successful in 98 percent of the cases in Chilean traffic and 80 percent of the cases in Portuguese traffic. They have been able to furnish certain very pertinent information to the State Department concerning Chilean instructions to its Ambassador in Washington.

It was pointed out that during the United Nations Conference

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

at San Francisco, in view of our success in the Cryptographic Fiel[illegible] we were able to keep the State Department advised of the attitude [illegible] the Spanish Government toward the discussions taking place at the Conference by decoding instructions sent from the Spanish Foreign [illegible]ce in this country and in South American countries.

It was suggested to the Conference that we continue to endeavor to the best of our ability to decode this traffic in our Cryptographic Section at the present time. It was further pointed out that Cryptography is a type of work which cannot be limited by time since it is necessary for Cryptographers to secure a sufficient amount of traffic in the same key in order to break the code. They have to have frequent analysis reflected in a great number of messages in order to determine the text of the particular groups of messages; and it has been the experience in the past, and will be the experience in the future, that cipher keys will be changed from time to time by foreign countries necessitating longer detailed work in breaking the various keys used.

It was further pointed out that since we are still in the Foreign Intelligence Field, it is incumbent upon us to furnish this assistance to the State Department or point out to the State Department that we are not in a position to furnish it. It is felt that every effort should be made to break as many of these codes as possible so that full information will be made available to Mr. Braden at the State Department concerning activities in Latin America.

The Conference further feels that if we are to continue in the SIS Field, since Cryptography is continued only for SIS, that the Cryptographic Staff should be assigned to the SIS payrolls rather than the regular Bureau rolls.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK. It is a shame in view of fine work our section has done that Naval & Army Communications get such prestige & take so much credit.
JE.

cc - Mr. Clegg
Mr. Hendon

~~CONFIDENTIAL~~

THE DIRECTOR 2/8/46

THE EXECUTIVES' CONFERENCE

BUREAU FORM FD-73

The present requirement is that automobile register forms in field offices should be retained for a period of three years after which they may be destroyed. These forms show to whom a car was assigned on a day by day basis with information as to mileage and the like. It is at present required that a quarterly automobile report summarize the information from these cards and these forms are not serving any subsequent purpose in the field office; therefore, it was recommended by the Chief Clerk's Office that these forms be retained for three months after the submission of the quarterly automobile report after which they are to be destroyed. This will permit ample time for the correction of any errors and to answer any inquiries with reference to the quarterly automobile report.

This suggestion was unanimously approved by the Executives' Conference on February 6, 1946 those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg. A letter to SAC Soucy, who asked that the time be shortened, is attached hereto advising him accordingly and there is also attached a letter to all SACs to this effect.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

166-2554-4447

RECORDED & INDEXED 31 FEB 14 1946

EX-56 73

cc - Mr. Hendon
Mr. Clegg

#323013

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Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

HHC:PJ

FEB 15 1946

THE DIRECTOR 2/14/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, unanimously recommended the suggestion that the attached program for a police instructors' school lasting for ten days (two weeks, Monday through Friday) be approved for a new police instructors' school to start in March as soon as the Chief Clerk's Office will be able to issue appropriate instructions cancelling the regular In-Service training and calling for the police instructors' school to report on Monday in lieu of the In-Service school.

There is also attached hereto a list of 99 Special Agents located at or desirous of being assigned to field offices where there is a present need for police instructors. This list has been reviewed first by having the personnel files examined and also it has been approved by the Personnel Office. Although there are 99 Special Agents listed, there would probably be no more than 80 of them available to take the police instructors' course. Those who have not finished the current series of In-Service classes would remain for regular In-Service classes beginning upon completion of this police instructors' school. Those who have already taken the In-Service course would return to their office upon the completion of the ten days' training.

It was believed that the training of these Agents would be much to their personal development as it has been found that such training and experience improves personality. It also will make more police instructors available, thus reducing the amount of travel without field police districts for the purpose of conducting field police schools.

The Executives' Conference approved the attached list.

Respectfully,
For the Conference

Clyde Tolson

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DATE 8/24/92 BY

RECORDED & INDEXED

66-2554-4448
F B I

E. A. Tamm

24 FEB 15 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

HHC:EMT

EX-1

1945

COPY: FC

SAC, BIRMINGHAM

FEBRUARY 6, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

Reference is made to your letter dated January 5, 1946, suggesting that the Manual of Rules and Regulations be amended to permit the retention of memoranda prepared by SACs for the personnel of his office so long as the Special Agent in Charge who prepared them continues to be in charge of the same office.

The Bureau has given consideration to your suggestion and in view of the changing status of the personnel assigned to a field office, it is believed that in the event a memorandum issued more than one year ago is still necessary in so far as its instructions are concerned it would be well to reissue the instructions. For this reason, the Bureau believed that the present rule of requiring the destruction of the contents of such files after one year should continue as a desirable practice.

HHC:ER

NOTE: Approved ~~Executives' Conference~~ 1/24/46, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg.

COMMUNICATIONS SECTION
FEB 6, 1946

#323013
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DATE 8/24/92 BY SPSC/Lee

RECORDED & INDEXED

EX-6

66-2554-4449
FEDERAL BUREAU OF INVESTIGATION
FEB 14 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL FILE IN 66-3286-4

58 FEB 26 1946

February 1, 1946

Mr. Roscoe Ellard
Manager
Eno Foundation
Saugatuck, Connecticut

Executive Conference

Dear Mr. Ellard:

By reference from Mr. L. A. Hince, I am in receipt of your letter of January 22, 1946, in which you informed him that the executive committee had unanimously voted to invite him to become the Chairman of the Eno Foundation Committee on the Enforcement of Parking Regulations. Although your invitation is a very gracious one and is deeply appreciated, I regret that Mr. Hince has found it impossible to accept the Chairmanship of the committee because of very heavy commitments and duties with which he will be charged. It would be impossible for him to accept the responsibilities and duties of Chairman of the committee inasmuch as the period between now and May 24, 1946, when the report is to be submitted will be an especially busy one, and it would not be possible for Mr. Hince to give to this work the attention it deserves.

Permit me again to express my appreciation for your thoughtfulness. With best wishes,

Sincerely,

J.Edgar Hoover

cc: New Haven

Approved by the Executives' Conference 1-30-46
Those present were Messrs. Tolson, Tracy, Harbo, Hendon, McGuire, Newman, Rosen, and Clegg.

LAH:elw

COMMUNICATIONS SECTION
FEB 5, 1946

RECORDED

66-3554-4450

FEDERAL BUREAU OF INVESTIGATION
FEB 14 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

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58 FEB 21 1946

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DATE 01-27-2011

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~~Classified by~~ ~~Declassify on: OADR~~

JDD:FVB

The Director

February 6, 1946

D. M. Ladd

[redacted]

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b2
b7E

Executive Conference

The [redacted] has requested Bureau authority to [redacted]

b2
b7E

NECESSITY FOR [redacted]

b2
b7E

The request of [redacted] was disapproved on November 30, 1945, and [redacted] furnished additional information in order that the Bureau might reconsider its stand and that authority might be given to [redacted]. A brief summary contained in the full details submitted by [redacted] were set forth in a memorandum to you dated January 18, 1946.

b2
b7E

Briefly, [redacted] has advised that the Communist Party intends to make [redacted] and recently several Party functionaries have visited [redacted] specifically for the purpose of discussing the steps which the Party would take to help finance the activities in the South. Also, [redacted] has been the most important state in the South as far as Communist activities are concerned. The Southern Negro Youth Congress has had [redacted] and the Southern Conference for Human Welfare has seen fit to establish a branch in that city. Through the Southern Negro Youth Congress, the Communist Party has been able to recruit from the mass of Negro youth and the organization is in daily communication with numerous Communist groups in the country. With reference to the Southern Conference for Human Welfare, [redacted] states that this is a vicious type of Communist infiltrated group. Communist leaders have referred to the organization as one of the groups in the South through which a Communist program can be spread.

b2
b7E

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66-2554-4461

RECORDED

FEDERAL BUREAU OF INVESTIGATION
FEB 15 1946
U.S. DEPARTMENT OF JUSTICE

With respect to the informant coverage of the three organizations mentioned above, [redacted] has pointed out that it has nine confidential informants in [redacted], only one of whom is a bona fide member of the Communist Party. He is not an officer or a member of the Executive Committee and is unable to furnish information pertaining to the activities within the "inner

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 26 1946

CONFIDENTIAL

circle". Upon the basis of the above facts, authorization was given to [redacted] on January 24, 1946, to [redacted] b2 b7E

PROPOSED [redacted] b2 b7E

[redacted] b2 b7E

PROBLEMS ARISING [redacted] b2 b7E

In connection with [redacted] b2 b7E

Recent Bureau instructions have been issued and noted by [redacted] b2 b7E which are not being set forth in detail in this memorandum.

[redacted] however, the Special Agent in Charge at [redacted] has requested suggestions from the Bureau as to the [redacted] b2 b7E

SUGGESTION THAT [redacted] b2 b7E

The prime requisite for the [redacted] are enclosed b2 b7E

[redacted] b2 b7E

[redacted] b2 b7E

BUREAU POLICY REGARDING [redacted] b2 b7E

The Bureau has maintained that [redacted] b2 b7E

[redacted] b2 b7E

[redacted] A memorandum has recently been prepared setting forth the request of [redacted] b2 b7E

Special Agent James L. Kirkland, in the course of field inspections in these matters, has stated that it is the conclusion of the Special Agents in Charge [redacted] The factors previously enumerated by Mr. Kirkland, which must be present before [redacted] could be successful, are set forth as follows: [redacted]

b2
b7E

1. [redacted]

b2
b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. [redacted]

b2
b7E

5. [redacted]

b2
b7E

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to [redacted]

b2
b7E

RECOMMENDATION

There is attached for your approval a letter granting authorization to [redacted] based upon the recommendation of [redacted]

Attachment

General Supervision Conference - [illegible] Reid, Clegg, Tracy, Harbo, McGuire, and Mr. [illegible] present February 6, 1946

CK-H

FROM: H. A. Jones
SUBJECT: Distribution of Uniform Crime Reports bulletin

Judging from the comments of the In-Service Agents from time to time it appears that they either do not have access to the Uniform Crime Reports bulletin or are not interested enought in the publication to attempt to find copies in their respective field offices. At the present time each field office receives ten copies of this publication plus one additional copy for each Resident Agency.

Perhaps at this time the Bureau will want to consider the advisability of resuming our former practice of making one copy of this publication available to each agent. This would mean that 3,000 copies would be necessary each six months, an increase of some 2,000 copies over the number now made available to the field.

If the Bureau feels that the time is not right for changing our policy in this regard, I want to suggest that the attached insert to an SAC letter go forth at anearly date concerning this matter.

ADDENDUM: 2/5/46

The ~~Executives Conference~~ consisting of Messers. Tolson, Mumford, Ladd Harbo, Glavin and Nichols, was unanimous in recommending against furnishing the Uniform Crime Reports to each Agent but approved sending out a letter expressing the importance of making the publication available.

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66-2554-4452

EX-22

FEDERAL BUREAU OF INVESTIGATION
FEB 18 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 3

TITLE OF CASE

6 MAR 1 - 1946

COPY:mmk

SAC, San Francisco February 12, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

RECHARGING SERIALS

Reference is made to your letter of January 15, 1946 in which you advised that the supervisors of the San Francisco Office are setting up their tickelers on investigative cases automatically for fifteen and forty-five day periods in order to obtain compliance with the requirement that serials charged out to Agents in the Headquarters City be returned in fifteen days and those charged to agents on road trips and at Resident Agencies be returned within forty-five days.

The Bureau believes that your office is following an unnecessary burdensome practice in order to supervise the requirement for the return of serials to files. The regular ticklers on investigative cases should be set up for the examination of the file on a date which appears logical from the standpoint of the investigative requirements and needs of the particular case and not on the basis of the administrative requirement for the return of serials. A tickler can be set up by each supervisor if it is desired for a spot check examinationof a certain number of files in the Chief Clerk's Office for the purpose ofascertaining if the serials are being returned promptly. Also the Chief Clerk's Office should be informed that whenever any Agent returns serials belatedly as shown by the date of the chargeout slip the supervisor or suitable official of the office should be notified specifically so that corrective action can be taken to prevent such delays in the future and even this can be done by forwarding the chargeout skip which shows the proper date to your office with a notation as to the date of the reutrn of the serials. Then the individual Agents can be dealt with according to the facts in each situation in order to get compliance with the present requirements. It is believed that the very burdensome practice being followed is an unnecessary one and that there are other more desirable practiceswhich can be followed in order to obtain the results desired.

Approved by the Executives" Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg.

HHC:PJ

Communications Section
2/12/46

RECORDED 66-2554-4453

FEDERAL BUREAU OF INVESTIGATION
FEB 18 1946
U. S. DEPARTMENT OF JUSTICE

COMM SECTION

58 MAR 18 1946

#323013

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ORIGINAL FILED IN

THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

AUTOMOBILE CHARGE-OUT FORM

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the question as to whether the automobile record cards which are used in field offices should be maintained in Resident Agencies where there are assigned Special Agents with official Bureau cars.

The Conference felt that this was a desirable procedure in that it would reflect the location, whereabouts and assignment of Bureau cars in the Resident Agencies where official automobiles are used.

If this is approved, there is attached hereto a proposed Bureau Bulletin.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#328013

ALL INFORMATION CONTAINED
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DATE 8/24/92 BY

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED
&
INDEXED
126

66-2554-4454
IF IB
31 FEB 19 1946

99-XII

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

25 1945

66-6200-25

SAC, Seattle

January 7, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

MANUAL OF SELECTIVE SERVICE REGULATIONS

There is attached hereto one copy of Packet #10 for insertion in your Manual of Selective Service Regulations. Another copy of this packet is being furnished you under separate cover.

Enclosure (1)

Approved by the Executive Conference, January 10, 1946, with Messrs. Clavin Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance.

EW:MGM

Communications Section
1/12/46

RECORDED

66-2553-4455

FEDERAL BUREAU OF INVESTIGATION
FEB 19 1946
U.S. DEPARTMENT OF JUSTICE

#32801 3

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DATE 8/24/92 BY Sscylace

57 FEB 28 1946

ORIGINAL FILE IN 66-6200-25

2/15/46

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

POLICE TRAINING COMMITTEE, IACP

X Police Association

The Executives' Conference approved the recommendation that we suggest to President Fred Roff of the IACP that the following constitute the Police Training Committee of the IACP for the ensuing year:

Fred Roff	- Ex officio chairman
John L. Sullivan	- Pittsfield
Edward J. Kelly	- Rhode Island
John F. Woods	- Norfolk
J. M. Broughton	- Honorary Chairman
Walter Anderson	- Charlotte

The Conference pointed out that these representatives were close enough to Washington that we could hold a meeting with them with reasonable expectancy of their attendance at any time occasion arose.

If this is approved their names will be furnished to Fred Roff. Messrs. Tolson, Tracy, McGuire, Harbo, Mumford, Rosen, Ladd and Clegg were in attendance.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

166-2554-4456

31 FEB 20 1946

hhc:hd

CC - Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Gease
Handy

#323013

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DATE 8/24/92 BY

COPY:mmk

TO: THE DIRECTOR

DATE: January 30, 1946

FROM: THE EXECUTIVE CONFERENCE

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Milwaukee concerning the disposition of gasoline rationing records.

The SAC at Milwaukee stated that since gasoline rationing has been discontinued and the unused gasoline coupons were reported to the Bureau, there appears to be no reason for the records of unused coupons being retained at the present time.

Glavin pointed out to the Conference that immediately after gasoline rationing was ended, this particular problem was raised; and it was felt at that time that due to the fact we were receiving inquiries from time to time from the OPA concerning the distribution and use of gasoline rationing coupons, that the Field Office records should be maintained for a period of time.

At the present time, the combined record is maintained at the Seat of Government; and it is not felt that the Field Office record need be maintained. The Conference, therefore, recommends the adoption of the suggestion submitted by the SAC at Milwaukee that the Divisional Offices be advised they may destroy these records at the present time.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted.
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

Director's notation "O.K.-H".

cc- Mr. Clegg
Mr. Hendon

66-2554-4457

RECORDED

INDEXED

WRG:val

#323013

ALL INFORMATION CONTAINED
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DATE 8/24/92 BY

INITIALS ON ORIGINAL

FEB 25 1946

COPY:mmk

TO: Mr. Nichols DATE: 2/1/46

FROM: M. A. Jones

SUBJECT: Distribution of Interesting Case Memoranda

At the In-Service Class this morning six or seven Agents complained about not having access to Interesting Cases in connection with the preparation of speeches. You will recall that just recently the field was advised in an SAC letter of a new suggested filing system for this type of material. While this will undoubtedly make more data available, I do believe that we just do not send enough copies of the Interesting Cases to the field for this type of data to be as useful as it could be. We are perhaps more interested in having a lot of speeches made now than we have been at any time in the past and it seems that everything possible should be done to insure that enought material is available.

At the present time only six copies of Interesting Cases of all types are sent to each field office. This means that Resident Agents will not have access to the material except when they go to the office and that Agents who use the material in the headquarters city more than likely will have to use it in the office since sufficient copies are not available for them to take home. One trouble with Bureau speeches is the fact that the Agents in preparing their talks do not use enough originality and do not utilize new material often enough. I believe that by sending more Interesting Cases to the field there will be a decided improvement in the caliber of Bureau speeches.

RECOMMENDATION:

In view of the above I recommend that we send twelve copies of interesting Case memoranda to small offices and twenty-five to the larger offices. This would mean quite an increase in the number which are mimeographed but I think it is justified in view of the use which will be made of the material.

ADDENDUM: 2-5-46

The Executives Conference consisting of Messrs. Tolson, Mumford, Ladd, Harbo, Glavin and Nichols recommended unanimously against the above proposal.

Director's notation, "O.K.-H."

MAJ:JW

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Scribe

RECORDED
66-2554-4458
FEDERAL BUREAU OF INVESTIGATION
FEB 21 1946
U. S. DEPARTMENT OF JUSTICE

70 FEB 25 1945

ORIGINAL FILED IN 66-2394-348

THE DIRECTOR

2/14/46

EXECUTIVES' CONFERENCE

PROCEDURE TO BE FOLLOWED BY AGENTS OF THE FBI UPON RECEIVING A SUBPOENA DUCES TECUM

The Bureau has received two memoranda from the Criminal Division furnishing purported advice as to what an Agent should do when he receives a subpoena duces tecum calling for the Agent to bring official files and documents to the court. The gist of the instructions is that the Agent should bring the material with him. Perhaps it may be left in the office of the U. S. Attorney nearby and that he should have with him a certified copy of the Departmental Order advising that the contents of the Bureau's files are confidential and privileged. The instructions are not complete and clear. They do not show where the certified copy of Department Order #3229 should be obtained. Information is not available to determine the advisability of obtaining several certified copies of such order and furnishing several to each field office. The problem of producing the files in a court room where the curiosity of the defense, the jury and the judge would be psychologically bad and might cause decisions that the reports are to be made available by the Agent. What action should be taken in the event the court disagreed with the ruling of the Department and other similar inquiries are not satisfactorily and completely answered.

The Conference recommended that Mr. Rosen and Mr. Clegg call on Assistant Attorney General Caudle in order to get additional details and to have prepared a detailed memorandum of instructions fully covering this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY

66-2554-4459

FEB 20 1946

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

hha;hd

CC - Mr. Hendon
Mr. Clegg

- 62

5 1945

COPY: mmk

Date: December 10, 1945

TO: Mr. Nichols

FROM: M. A. Jones

SUBJECT:

Executive

You will recall that this section gets up some material on juvenile delinquency for submission to the field each quarter. Recently Miss Evelyn Baker of this section prepared the attached material on junior police organizations throughout the country and it is felt that it will be valuable to the field for use in speaking engagements and also in contacts with police. Miss Baker has done an outstanding job on this material and I wish to recommend that it be multilithed so that copies can be sent to all field offices. A suggested form letter in this regard is attached.

Attachment

ADDENDUM: LBN (am 1)/12/28/45 - The Executives conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols recommended that the attached material be sent to the field.

ADDENDUM: EDM Rjl 1-16-46 - Mr. Tolson indicated that the 22-page memorandum was too long and should be reduced. It has been abbreviated to 12½ pages and is being resubmitted on this date for further consideration.

MAJ: JW

ENCL.

8 FEB 26 1946

#323013 RECORDED

66-2554-4460

FEDERAL BUREAU OF INVESTIGATION
FEB 19 1946
U.S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY SP5 [illegible]

ORIGINAL COPY FILED IN

COPY:mmk

February 11, 1946

Special Agent in Charge
Boston, Massachusetts

Dear Sir:

Reference is made to your communication of February 4, 1946, ~~wherein~~ you advised that the New England Telephone and Telegraph Company has offered to furnish resident agents of the Boston Office with credit cards which would permit their charging long distance calls to the Boston Office phone number.

This is to advise you that the Bureau has no objection to your accepting this offer of the New England Telephone and Telegraph Company. You should, however, be particularly alert to see that only calls of an offical nature are charged to the office telephone.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY [illegible]

Very truly yours,

John Edgar Hoover
Director

cc - Mr. Lee (Sent Direct)
Mr. Newman (Sent Direct)

The Executive Conference of February 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Clegg, Tracy, McGuire, Harbo and Glavin approved above action.

WRG:val

Communications Section
2/11/46

RECORDED 66-2554-4461

FEB 27 1946

ORIGINAL FILE IN ETIL TRAINING

COPY: FU

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. L. R. Pennington DATE: January 15, 1946

FROM : G. R. LEVY

SUBJECT: SUGGESTED NEW CLASSIFICATION FOR ALIEN PROPERTY CUSTODIAN MATTERS

It is believed desirable, in the efficient handling and particularly the filing of the above matters, to request the Records Section to designate a new classification for these types of cases. It is understood that classification 114 is not in use and, if you approve, it is suggested this memorandum be used as a request to obtain that classification.

In order that all mail will be placed in the appropriate file, it is also suggested that the name of the case be placed in the caption of all communications together with the character Alien Property Custodian Matters. Thereby each separate investigation will receive the classification of 114 and a separate file number.

There is also attached for your approval a suggested bulletin to the field advising it of the use of the new classification.

1-22-46 - approved by Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford.
JKM

Attachment
GRL:MMC

RECORDED 25534-4462

FEDERAL BUREAU OF INVESTIGATION
INITIALS ON ORIGINAL

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Spacu/bce

58 FEB 21 1946

ORIGINAL COPY FILED IN

~~CONFIDENTIAL~~

RECORDED

66-2554-4463

FEB 20 1946

1 ENCL.
341

58 FEB 28 1946

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-25-2011

ORIGINAL FILE IN

~~CONFIDENTIAL~~

Office Memorandum · UNITED STATES GOVERNMENT

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE: 01-25-2011

TO : THE DIRECTOR DATE: February 1, 1946

FROM : D. M. Ladd

SUBJECT: CHANGES IN THE NATIONAL DEFENSE MANUAL, MANUAL OF RULES AND REGULATIONS AND FBI HANDBOOK RELATING TO CONFIDENTIAL INFORMANTS, AMERICAN LEGION CONTACTS AND SPECIAL SERVICE CONTACTS

In view of the discontinuance of the Bureau's project on Confidential Plant Informants, American Legion Contacts and Special Service Contacts, it has been necessary to make a considerable number of changes and deletions in the National Defense Manual, the Manual of Rules and Regulations and the FBI Handbook. Since these changes were many, it was decided to rewrite completely Section 13 of the National Defense Manual entitled "Confidential National Defense Informants" and rewrite a portion of Part I of the FBI Handbook, as well as Section 9 of the Manual of Rules and Regulations. The new Manual sections are attached to this memorandum and consist mainly of deletions of all references to Confidential Plant Informants, American Legion Contacts and Special Service Contacts. One change has been made, however, in addition to the Plant Informants, the American Legion Contacts and Special Service Contacts which is being brought to your attention. This change is in connection with payments to Confidentials Informants.

A recent SAC letter gave the SAC's authority to pay up to $50 to an informant for information submitted when it is necessary and expedient. It has been found that many SAC's are paying sums up to $50 to regular paid informants for expenses which they may incur. Regular paid informants are given a stipulated salary and many times expense money. The action of the SAC's in giving regular paid informants an additional sum results in making the records at the Bureau inaccurate. An addition has, therefore, been made to the section in the Manuals and Handbook relative to payments to informants in which it is pointed out that any extraordinary payment at all to a regular paid informant should be brought to the attention of the Bureau for specific authorization by the Bureau to pay the additional sum.

RECOMMENDATION:

It is suggested that approval be given to these changes which eliminate all references to Confidential Plant Informants, American Legion Contacts and Special Service Contacts and contain an addition relating to extraordinary payments to regular paid Confidential Informants.

Attachments

ENCL.

JDD:mjp

Approved by the Executive Conference attended by Tolson, Glavin, Nichols, Harbo, Mumford and Ladd, 2/5/46.

DML

Due to the large number of changes and deletions in this section, a complete new Section 13 is set forth as follows:

SECTION 13. CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

SECTION 13A. INTRODUCTION (See also Section 9 of Manual of Rules & Regulations)

The Bureau realizes the vital necessity for establishing and maintaining thoroughly reliable and trustworthy mediums through which an expeditious and continuous flow of information concerning persons and organizations whose activities are inimical to the internal security will be available to the Bureau.

Too much emphasis cannot be placed upon the extreme necessity of establishing and maintaining reliable informants who will be in a position to inform the Bureau of any activities in which it is interested. It is the duty of the SAC to be currently informed of all activities regarding violations over which the Bureau has investigative jurisdiction.

SECTION 13B. DEFINITION

(1) CONFIDENTIAL NATIONAL DEFENSE INFORMANTS are individuals who supply information to the Bureau concerning any persons or organizations engaging in activities inimical to the national security, such as information concerning Communism, Nazism, Fascism, or any other so-called anti-American "isms."

In the event a CONFIDENTIAL NATIONAL DEFENSE INFORMANT has been convicted of a felony, it will be necessary when such an informant is designated by a symbol to place the letters "CR" before his symbol.

SECTION 13C. ESTABLISHING RELIABILITY AND REPUTATION OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

(1) Before an individual is designated and carried as a regular CONFIDENTIAL INFORMANT in the field office, the following steps should be taken:

(a) The field office files should be checked for any information regarding him and to determine that he is not the subject of a pending investigation.

(b) Appropriate discreet inquiries should be made to secure information concerning his background, patriotism, reliability, integrity and general reputation in the community.

ENCLOSURE

(c) Information should be obtained concerning his personal history including his first name, middle name and surname; date and place of birth; past and present business connections; trustworthiness and loyalty; credit and criminal record. (c)

(d) No contact should be made with a prospective Confidential Informant concerning the investigation of Communist matters without prior approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received. (c)

(2) The full responsibility for establishing whether an individual possesses a criminal record rests with the field. (c)

SECTION 13D. WHEN BACKGROUND INFORMATION SHOULD BE SUBMITTED TO THE BUREAU (c)

(1) Information concerning a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be submitted to the Bureau when he has displayed his ability to furnish information by doing so and there are reasonable grounds to believe he will continue to furnish information except in the development of Communist informants which should be handled in accordance with Section 13C (1) (d). (c)

SECTION 13E. MANNER OF SUBMITTING INFORMATION TO THE BUREAU REGARDING NATIONAL DEFENSE INFORMANTS (c)

(1) Background information regarding Confidential National Defense Informants is to be submitted to the Bureau by individual letter on each informant. (c)

(2) This letter should be properly captioned to indicate the classification which is being given to the informant, and the symbol number assigned to him. (c)

(3) Correspondence regarding more than one type of informant should not be included in a single communication. (c)

(4) All communications concerning CONFIDENTIAL INFORMANTS should be transmitted under confidential cover. (c)

SECTION 13F. SUBMISSION OF REPORTS AND CORRESPONDENCE CONTAINING INFORMATION FURNISHED BY INFORMANTS

(1) If the reports submitted by informants are of sufficient importance to warrant transmitting them to the Bureau immediately, they should be transmitted in duplicate with a cover letter which specifically indicates what action is contemplated by the field office regarding the information set forth in those reports. If such reports concern violations or individuals not related, they should be transmitted by separate cover letters so that the information may be appropriately handled at the Bureau.

SECTION 13G. DEVELOPMENT OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

(1) Each field division should develop and maintain CONFIDENTIAL NATIONAL DEFENSE INFORMANTS concerning all organizations and individuals within its territory which are inimical to the internal security.

(2) It is of course impossible to establish any given set of rules or fixed methods of procedure in the development of confidential informants. It is believed that the success of this important work will depend entirely upon the initiative of the individual Agents and Special Agents in Charge.

(3) In order to secure first-hand information concerning various subversive movements which may affect the internal security of the United States, it is necessary that informants be developed within the membership of those groups.

(4) Informants of this type should not be approached until careful discreet inquiry has been made concerning their general background and reputation. In other words, it should be definitely ascertained that these individuals are no longer loyal to the group with which they are affiliated and that they have some definite reason for cooperating with the FBI.

(5) Each Agent in his daily contacts and interviews should bear in mind that every individual he interviews is a potential informant. If he contacts that individual on more than one occasion and receives valuable information, in other words if he assures himself that the individual is able to produce and will continue to do so, he should make appropriate inquiry concerning the individual's background and reputation, and his name with background information should be submitted to the Bureau.

SECTION 13H. QUARTERLY REPORTS

(1) In order that the Bureau may be currently advised of the activities

of the various divisions in the development and maintenance of reliable CONFIDENTIAL NATIONAL DEFENSE INFORMANTS a report must be submitted to the Bureau quarterly on the 20th of March, June, September and December reflecting the total number of informants developed by each field office, broken down into the following:

(a) Number of informants regarding German activities.

(b) Number of informants regarding Italian activities.

(c) Number of informants regarding Communist activities.

(d) Number of informants regarding Japanese activities.

(e) Number of informants regarding activities of other nationalistic groups.

(f) Number of informants regarding general un-American activities not falling within the first five groups.

(g) Total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS developed by the division, (the total of items a, b, c, d, e and f) subdivided to reflect the number that are Negroes.

SECTION 13T. DISTINGUISHING BETWEEN CONFIDENTIAL INFORMANTS AND SOURCES OF INFORMATION

(1) The identity and background information concerning sources of information should not be submitted to the Bureau for it is not desired to maintain records at the Seat of Government concerning the identity of the various sources of information developed in the field.

(2) In distinguishing between CONFIDENTIAL NATIONAL DEFENSE INFORMANTS and national defense sources of information, it might be well to point out that a member of a subversive organization who is furnishing information regarding the activities of the organization, and who does not desire under any circumstances that his identity or relation with the Bureau be generally known, should be considered as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT, whereas on the other hand, a president of a local bank who, in the course of his usual business, receives information regarding a subversive organization but who does not desire that his identity be concealed and who does not care whether any person knows that he furnished information to the Bureau, should be considered as a source of information.

SECTION 13J. BUREAU POLICY

(1) In view of the fact that the Bureau does not have jurisdiction over the investigation of intelligence matters on Army and Navy reservations establishments, etc., it is not desired that CONFIDENTIAL NATIONAL DEFENSE INFORMANTS be established among Army or Navy personnel or in Army and Navy reservations, establishments, etc., unless the field office is specifically instructed to do so by the Bureau. The instructions contained in this paragraph do not apply to CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS.

(2) An individual to be classified as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be actually engaged in obtaining and furnishing information to the Bureau.

(3) All confidential informants should be specifically advised that they are in no manner representatives of the Bureau and they should be impressed with the confidential relationship which must exist and with the importance of never under any circumstances divulging their connection with the Bureau.

(4) No information should be divulged to informants concerning any of the Bureau's projects or confidential undertakings.

(5) IMPORTANCE OF MAINTAINING CONTACT WITH INFORMANTS

(a) In order that the Bureau may benefit to the fullest extent by the establishment of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, each field office should take the necessary steps to maintain proper contact with informants in order to sustain their interest and in order to develop such individuals into better mediums of information.

(6) It must be carefully explained to all Confidential National Defense Informants that any steps which they take in connection with joining any organizations must be on their own initiative and responsibility, and that such cannot be sanctioned by the Bureau. They should also understand the Bureau will not be able to be of assistance to them should their efforts to become affiliated with or actually joining an organization result in embarrassment for them at some future time.

SECTION 13K. PAID CONFIDENTIAL INFORMANTS

(1) If it is found necessary to reimburse certain informants for the information furnished and it is believed that the information furnished by these informants is of sufficient value to warrant regular payments,

you are authorized to expend an amount not to exceed $10.00 per month or $2.50 per week without prior Bureau authority. In every instance where regular payments exceed this amount it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau, it must be furnished in the letter requesting authority to pay the informant.

(2) It is the definite responsibility of each SAC to closely supervise the activities of all informants in his division. When payments are authorized by the Bureau, the SAC should definitely assure himself that full value is being received.

(3) If at any time it appears that the information produced by the informant is not commensurate with the payments being made to him the payments should be immediately discontinued or adjusted accordingly and the Bureau should be promptly advised. Each informant should distinctly understand that he is not to represent himself as having any connection with the Bureau, and further that any information obtained by him should be secured through his own initiative.

(4) Where payment to an informant has been authorized for a definite period of time, it will be necessary for the SAC to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued. At that time, if the SAC wishes to continue the use of the confidential informant, it will be necessary for him to make a definite recommendation concerning the amount of remuneration to be paid the informant, and to furnish the Bureau with a brief summary of the information which the informant has developed.

(5) It should also be impressed upon all Bureau informants that they should furnish information exclusively to the Federal Bureau of Investigation.

(6) In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable the SAC may approve payment of an amount up to $50.00 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as confidential informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay the expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating a regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

[Part I, Section 26 is being completely rewritten as follows:]

[26. CONFIDENTIAL INFORMANTS]

A. Types of Informants

1. Confidential National Defense Informant - An individual who is engaged in obtaining and furnishing information regarding national defense matters with a reasonable degree of frequency.

2. Confidential General Investigative Informant - An individual who can and does supply information of value within the general criminal investigative jurisdiction of the Bureau.

B. Development of Informants

1. Before an individual is designated as a confidential informant, the field office indices shall be checked to determine whether he is the subject of a pending investigation.

2. The loyalty, reliability and integrity of a prospective National Defense Informant shall be determined prior to listing him as such. Information shall be obtained concerning his personal history, including his first name, middle name and surname; date and place of birth; past and present business connections; credit and criminal record.

3. No contact should be made with a prospective confidential informant concerning the investigation of Communist matters without prior approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received.

C. Manner of Submitting Information Regarding Informants

1. A letter should be submitted to the Bureau containing complete information regarding the National Defense Informant except in the development of Communist informants which should be handled in accordance with Section 26 B3.

2. A memorandum shall be prepared and placed in the appropriate field office file relative to each Confidential General Investigative Informant developed.

ENCLOSURE

D. [Assigning of Symbol Numbers to Informants] (C)

1. A symbol number shall be assigned to each National Defense Informant and the letter to the Bureau concerning such informant should contain this symbol number. In the event a National Defense Informant has been convicted of a felony, it will be necessary for his symbol to be preceded by the letters "CRI". (C)

2. A symbol number may be assigned to a Confidential General Investigative Informant when the information submitted by this type of an informant will be set forth in reports frequently enough to justify designating him with a symbol and it is deemed necessary to protect his identity. When a symbol number is assigned to a General Investigative Informant, background data shall be submitted to the Bureau in the letter advising of his symbol number. (C)

E. [Contacting Informants] (C)

1. Recontacts shall be noted on the reverse side of the index card. They shall not be recontacted more frequently than every 30 days without authority of the SAC. Any limitations on the contacting of an informant should be set forth on the card pertaining to such informant. (C)

F. [Discontinuing Service] (C)

1. The Bureau shall be advised of the discontinuance of all National Defense and General Investigative Informants who have been assigned symbol numbers. (C)

G. [Report Writing] (C)

1. Informants may be designated in a report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. When an individual has not been assigned a symbol number and it is necessary to protect his identity, he should be given a "T" symbol in the body of the report and his identity must be reflected on a separate sheet of paper attached to the report. An explanation concerning the reason for designating him as an informant must be contained on the separate sheet together with a brief statement regarding the informant, to assist in evaluating the information furnished by him. (C)

H. Paid Confidential Informants

1. The field is authorized to pay an informant on a regular basis at a rate not to exceed $10 per month when it has been determined the informant is capable of furnishing sufficient valuable information to justify such expenditure.

2. In every instance where it is deemed necessary to make regular payments exceeding this amount, it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau it must be furnished in the letter requesting authority to pay the informant.

3. Where payment to an informant has been authorized for a definite period of time, it will be necessary to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued and to make a further recommendation concerning the amount of money to be paid him. This letter must contain a brief summary of the information which the informant has developed during the authorized period, and upon which the recommendation for additional payment is made.

4. All paid informants must be thoroughly impressed with the fact that even though they are receiving some remuneration from the Bureau, this does not make them employees of the FBI and they must not represent themselves as such under any circumstances.

5. In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable, the SAC may approve the payment of an amount up to $50 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau

will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as Confidential Informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating a regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

I. Bureau Policy

1. Informants should not be established among Army or Navy personnel or on military reservations without specific Bureau authorization.

2. No information should be divulged to informants concerning any of the Bureau's projects or undertakings.

3. Informants should be advised that any step taken in connection with joining any organization must be on their own initiative and responsibility. The Bureau can give them no assistance in such efforts. (Sec. 9A - R. & R. and Sec. 13 - N.D.)

Sections 27 and 28 of Part I remain the same and are not being set forth. Section 29 entitled "American Legion File" should be completely deleted. The remaining sections of Part I as far as Confidential Informants are concerned do not require any deletions or changes.

Due to the large number of changes and deletions in this section of the Manual of Rules and Regulations, a complete new Section 9 relating to Confidential Informants is set forth as follows:

SECTION 9 - INVESTIGATIVE SUGGESTIONS AND POLICIES

9A. CONFIDENTIAL INFORMANTS (See also Section 13 of the National Defense Manual)

(1) DEFINITION - A confidential informant is an individual who furnishes information to a representative of the Bureau but whose identity must be protected because, first, of his desire to remain secret; second, because of the nature of the information furnished; third, because investigative expediency indicates that his identity should not be revealed to any person outside of the Bureau.

(2) TYPES -

a. Confidential General Investigative Informants - Those who can and do supply information of value within the general criminal investigative jurisdiction of the Bureau.

b. Confidential National Defense Informants - Those individuals who can and do supply information to the Bureau concerning national defense and internal security matters.

(3) INDEX CARDS - A 3" x 5" index card shall be maintained for each confidential informant containing the following information:

a. Name

b. Address

c. Symbol Number. Symbol numbers are to be assigned Confidential National Defense Informants and to Confidential General Investigative Informants when the latter will be utilized frequently enough to justify giving them permanent symbol numbers. The symbol number used could be the abbreviation used in teletypes for each office; e.g., Albany AL-64.

d. Types -- G - General Investigative Informant
ND - National Defense Informant

e. Place of employment

f. Date of original contact

g. Type of information; e.g., houses of prostitution, "shady" pawn shops, German activities, Italian activities.

h. Remarks - e.g., should be contacted only by Agent John Black, compensation. The name of the Agent developing the informant should be set forth. Other information such as instructions on contacting, compensation, etc., should be included. (C)

i. Reliability - e.g., brief background information. (C)

j. File number - The number of the file in which more detailed information is contained concerning the informant. (C)

SAMPLE - INDEX CARD

Name: DOE, JOHN HENRY
Address: 1671 Greet St., White City, Mo.
Position and Place of Employment: Janitor, Marine Institute Building, 678 Pine Street, White City.

Symbol No. KC-42
Type ND
Date of Original Contact 1-16-43

Type of Information: Activities concerning the Communist Party. Member of Communist Party and Janitor of building where Communist Party offices are located. (C)

Remarks: Agent Black should contact Doe. (C)

Reliability and background: Trustworthy - honest. Information to date accurate. Doe is member of Branch 13 of the Communist Party and is very friendly with James Smith, State Secretary of the Communist Party. In his position as janitor of building where Communist Party offices are located, he has access to the Communist Party offices. Doe born White City, 1-13-03, has resided there continuously. Has high school education, formerly employed as bank messenger with National City Bank, 1928 to 1939. Present employment 1939 to date. Married, 2 children. No criminal record. (C)

File No. 66-126 (C)

(4) INDICES - Three indices, preferably in an Agent's office, shall be maintained in the field office available to all Agents. (C)

a. Confidential General Investigative Informants shall be maintained in the file subdivided first by states, then by towns, then by information, when desirable and arranged alphabetically by names. (C)

b. Confidential National Defense Informants shall be maintained in the file subdivided first by states, then by towns, then by type of information, when desirable and arranged alphabetically by names. (C)

c. Confidential Informants Symbol File shall be maintained using an index card arranged alphabetically by symbol and then by number. Any symbols which consist of fictitious names should be filed alphabetically behind the regular numerical symbol index. (X)

d. The names of confidential informants should be indexed in the general field office indices in the same manner as any other name. (X)

(5) CONTACTING INFORMANTS - In the event any informants should be contacted exclusively by a specified Agent of the field office, the cards pertaining to them should be kept in the exclusive possession and under the personal supervision of the Special Agent in Charge. In such cases, reference cards should be placed in the appropriate index, which reference cards should show the location of the informants and the type of information which they may be able to furnish and the further information that the cards pertaining to the informants are under the exclusive, personal supervision of the Special Agent in Charge. (X)

In the event there are any limitations upon the contacting of an informant, such limitations or restrictions should be reflected upon the index cards. (X)

(6) RECONTACTING - Dates of recontacts shall be noted on the reverse side of the index card. Informants shall not be recontacted more frequently than every 30 days without authority from the Special Agent in Charge. They should not be contacted promiscuously or openly. (X)

(7) DISCONTINUING SERVICE - (X)

a. When the services of any informant are discontinued, the name and symbol cards shall be marked "Canceled." The name cards shall reflect the file and serial number where information is available containing the reason for his discontinuance. (X)

b. The name cards shall be filed alphabetically in the discontinued informant section of the appropriate informant indices. (X)

c. The symbol card shall be re-filed in numerical order in the symbol card file. The symbol number shall not be subsequently reassigned to another informant. (X)

d. The Bureau should be advised of the discontinuance of all general investigative and National Defense informants who have been assigned symbol numbers. (X)

e. The Special Agent in Charge shall maintain all informant indices in a current status at all times. (X)

(8) RELIABILITY - The Special Agent in Charge should be kept advised as to the reliability of an informant. (X)

(9) CORRESPONDENCE - Correspondence concerning informants should clearly designate the type of informant. Correspondence regarding more than one type of informant should not be included in a single communication. Data concerning confidential general investigative informants should not be forwarded to the Bureau except in instances when the informant will be utilized frequently enough to justify giving him a permanent symbol number.

(10) REPORT WRITING - Informants may be designated in the report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. Where this has not been done, the individual should be given a "T" symbol in the body of the report and his identity should be reflected on a separate sheet of paper attached to the report. An explanation concerning the reasons for so designating him should also be contained on the separate sheet.

Sections 9B and 9C do not have to be changed with the exception of 9C (9). This particular subsection entitled "American Legion File" should be completely deleted.

2/14/45

THE DIRECTOR

EXECUTIVES' CONFERENCE

CHARGE OUT SLIP

The Executives' Conference considered a suggestion of SA Robert B. Parks of the Des Moines office that a requirement be established whereby if an Agent has files or serials in his file cabinet drawer over night and any of these files or serials are removed that a written notice be left indicating that the files have been removed and have been returned to the file room.

The Conference did not approve the suggestion. It was felt that this would be tantamount to establishing a separate filing system for each Agent who had files charged out to him and in the event any emergency arose during the night which required the file or serials being taken for official use, usually the urgency which made it necessary to take the files would cause the person taking them to neglect to make out a written memorandum or special type of chargeout slip to advise the employee that the file had been removed from his file cabinet. The files belong in the general file room anyway and if an Agent has them out temporarily there should be no special system set up when they are obtained for general office use after hours. It was recognized that there was a remote chance that some Agent in dictating a report might think that he had all the pertinent serials available when, in fact, one of them had been removed but the remoteness of this possibility was not believed to be sufficient to justify establishing a special chargeout system for each employee who has files out of the file room over night. The Conference recommended unfavorably and Agent Parks is being advised accordingly, if approved.

Those in attendance at the Conference were Messrs. Tolson, Tracy, McGuire, Harbo, Mumford, Rosen, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED
66-2553-4464

INDEXED

EX-37

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols hhc;hd
Rosen
Tracy
Ayers CC - Mr. Hendon
Carson Mr. Clegg
Harbo
Mumford
Tamm

FEB 25 1945

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

THE DIRECTOR 2/18/46

THE EXECUTIVES' CONFERENCE

Inspector Hoagland who is in charge of the building guards in the Federal Triangle and who was formerly Captain of the Guards in the Justice Building called on Mr. Clegg together with an official of the Public Buildings Administration Guard Service and explained that they had in their service eight detectives. When inquiry was made as to the sort of work they did there was considerable uncertainty except that the WPB official did state that they sought to locate the owners of lost property, sought to locate missing property, investigated some minor thefts and so far as he knew they would investigate a murder in a Government building. It was pointed out that this was under the jurisdiction of the FBI and he advised that he was not so certain as to their jurisdiction but knew that if it involved espionage or sabotage they were to refer the case for handling to the FBI.

The purpose of their visit was to find out if one of their eight detectives could attend the National Academy. They were informed that a matter of policy was involved since they were a Federal Agency.

This matter was discussed at the Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg and it was unanimously agreed that the Bureau should give favorable consideration to an application from a qualified representative of that service to attend the FBINA. The WPB officials in question pointed out that their only alternative would be to operate some training schools and have the FBI run these schools in detail, except for a few administrative matters and they thought it would be of greater convenience for them to have one of their personnel trained as an instructor.

The Conference agreed that if the individual was otherwise qualified and when the application was received it would be given the usual attention given to any application from any other law enforcement agency.

Respectfully,
For the Conference,

166-2557-4465

INDEXED

146 30 FEB 21 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Penn
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

FEB 25 1946

#323013

ALL INFORMATION CONTAINED
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DATE 8/26/92 BY Sgscribe

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 19, 1946

The Executive Conference consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Nichols, Harbo, Tracy and Glavin considered the convening of the Juvenile Delinquency School.

It was proposed by Mr. Glavin that the school run from March 4, 1946, through Friday, March 29, 1946, and that 25 Special Agents attend the session.

The convening of such a school had been previously approved by the Director as a result of an Executive Conference memorandum submitted November 5, 1945. The Training Division concurred in the members of the school as recommended by the Administrative Division, with the exception of Special Agent Lawrence R. Kirvan who is to be utilized in the capacity of an Instructor for the school in question. A list of the Agents recommended for the school is attached hereto.

The Executive Conference recommends calling in the Agents and the alternates recommended with the exception of Special Agent Kirvan, who will be utilized as the Instructor, and Special Agent Joseph M. O'Connor, presently assigned to the Identification Division and who cannot be released at the present time for a four-week period of instructions.

The Training Division also plans to utilize Special Agents George L. Lewis and George A. Lankes to assist in a portion of the instruction. Agent Lewis is already under recall to the Seat of Government, and the Training Division requests that Agent Lankes be instructed to report a few days prior to the convening of the school so that he may be briefed for his assignment.

Should the Director approve, the attached wires will be immediately sent out instructing the selected Special Agents to report for the necessary training.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg
Mr. Hendon

Attachments

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DATE 8/26/92 BY

RECORDED & INDEXED

EX-37

7 FEB 26 1946

166-12554-4466

THE DIRECTOR

February 21st, 1946

THE EXECUTIVES' CONFERENCE

FIREARMS RECORDS

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the suggestion of Mr. J. S. Rogers that firearms records no longer be maintained at the Seat of Government. At present the requirement is for the field office to notify the Bureau of the identities of any Agents who fail to participate in any regular firearms training practice. When the letters are received a card bearing the Agent's name is prepared and when the Agent makes up this firearms training period which he missed the card is then destroyed.

It is also the policy to write to the field three or four months before the end of the fiscal year pointing out to all Agents that they are expected to qualify and asking the SACs to review the records to make certain that all the Agents qualify during the fiscal year.

The Executives' Conference considered this suggestion and recommended unfavorably. No longer are the scores kept singly as made by the Agents but rather the negative information that an Agent did not attend or qualify at any firearms training period. It was felt by the Conference unanimously that the Bureau should exercise at least this minimum control over such an important matter as firearms training and that the suggestion should not be adopted for eliminating existing types of records.

Respectfully,
For the Conference,

INDEXED

166-2554-4467

Clyde Tolson

FEB 25 1946

E. A. Tamm

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:rJ

FEB 26 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

#323013

February 21, 1946

ALL INFORMATION CONTAINED
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DATE 8/26/92 BY [illegible]

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the application of the Prosecuting Attorney's Office of Essex County, New Jersey to attend the next session of the FBI National Academy. SAC McKee has advised by telephone that the applicant, Louis Sklary, is an investigator with the Prosecuting Attorney's Office in question. He formerly worked with the Treasury Department, Intelligence Unit, and when he went to Ellis Island to interview a subject without the consent of the Immigration or Customs Service he was given a disciplinary transfer.

The applicant is a civil service employee and the three National Academy graduates in Newark are of the opinion that Sklary is not proper material for the academy although one admits a biased view because of the fact that they will be competitors for a promotion at an early date and the other two are probably biased because the applicant is Jewish. They indicate that the applicant has too much real estate to indicate that he is honest. His real estate is said to be in Newark, Florida and on the Jersey Shore. He also is said to have grown up with a racketeer by the name of Willman who is also Jewish and McKee points out that this is an accident of birth in the first place since they were each born of Jewish parents in the same district and they were friends but there is no overt act of conspiracy between the applicant and the racketeer which has been disclosed or charged. Sklary is a member of a Jewish sect known as the Cohens and members of this sect will not look at the body of a corpse and he uses this excuse to avoid certain types of assignments.

McKee recognized that there was nothing specific against the applicant but the general picture was not a favorable one. The Executives' Conference felt that this individual was undoubtedly an undesirable type not because of his race but because of his associations with the racketeer and because of his reputation which McKee said was not favorable. In the absence of any allegations of specific overt acts the Conference felt that consideration of this applicant should be deferred at least for the time being and that McKee should indicate that his name has not yet been reached for final consideration. SAC McKee has advised that he will be able to handle this in a tactful manner and believes this to be a desirable procedure.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 28 1946

RECORDED & INDEXED

66-2557-4468

FEB 26 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY [illegible]

MR. HARBO

DECEMBER 27, 1945

I. W. CONRAD

DEVELOPMENT PROJECT
RECEIVER AND TRANSMITTER, 400,000 KILOCYCLES

Executive Conference

BACKGROUND:

Since the trend of progress in the development of new radio frequency channels is progressively toward the higher frequency ranges and shorter wave lengths, the Bureau recently acquired authority to operate in the 400,000 kilocycle band. The shorter wave lengths cause radio propagation in these regions to behave more and more in the nature of light, i.e., line-of-sight propagation. Very short antennas are required in the order of fifteen inches with extremely small power exhibiting unusual coverage capabilities. Design and construction techniques of equipment in these ranges depart radically from heretofore accepted standard practices. To date, commercial radio exploitation of this region is experimental only. The Bureau as yet has no equipment operative on the assigned frequencies allocated to our use in this band.

PURPOSE OF PROJECT:

The purpose of the proposed project is to develop a successful transmitter and receiver operative in the 400 megacycle band.

BENEFITS TO BE DERIVED BY BUREAU:

Through approval of such a project, it will be possible to:

(1) Show an active use being made of the Bureau's 400 megacycle frequency authorization by having operative equipment being utilized thereon.

(2) Enable engineers to study behavior of these frequencies as applied to Bureau problems.

(3) Enable engineers to study new tube developments, construction techniques and design problems unique with the higher frequencies.

RECORDED 66-2554-4469

FEDERAL BUREAU OF INVESTIGATION

(4) From an experimental standpoint, it will enable practical tests to be conducted at the Washington Field Office FM Station whereby line-of-sight re-transmission on 400 megacycles from a remote receiver operating on 40.13 megacycle to the Field Office would be attempted thereby eliminating the land line connection to the station in certain instances.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

50 MAR 5 1946

RLM:PJD

ORIGINAL FILED IN 66-3274

Memorandum for Mr. Coffey

ESTIMATED ENGINEERING TIME:

The estimated engineering time for this project is forty man days.

EQUIPMENT PARTS, COSTS:

The equipment proposed can be constructed in the main from miscellaneous stock parts available in the Laboratory. Materials costs should be negligible.

RECOMMENDATION:

It is recommended that this development project be authorized for the purpose outlined above and assigned to the Radio and Electrical Section.

ADDENDUM: The requested development project offers some very practical possibilities. I believe this is entirely practical and wish to recommend its authorization for the 40 man days.

DJP.

APPROVED BY EXECUTIVE CONFERENCE 2/6/46.
Present - Messrs. Tolson, Glavin, Ladd, Clegg, Mumford, Harbo.

TO: MR. TOLSON DATE: 1/29/46

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-26-2011

FROM: D. M. HENDON

SUBJECT: ~~CONFIDENTIAL~~

With reference to the letter from Civil Attache [illegible] Wall of Mexico City, it is suggested that the attached correspo[illegible] forward inviting Delgado to attend the graduation exercises of t[illegible] Academy to be held on March 29, 1946. In the letter to Delgado it [illegible] that should he desire to study the facilities and visit our fiel[illegible] and any of the police departments in this country either before or [illegible] after March 29, the Bureau will be glad to make the necessary [illegible]

A cable has now been received fro[illegible] ache suggesting that if General Delgado is invited to visit the Bure[illegible] el Carlos Espinosa, Chief of Laboratory Service of the Federal Distric[illegible] Mexico City also be included. In this regard, Colonel Espinosa in Novembe[illegible] ted a letter to the Director inquiring whether it would be possible for tw[illegible] assistants in the police laboratory to visit Washington to take courses [illegible] Bureau in "Police Technique" and "Systems of Personal Identification." The [illegible] ache was advised to tell Colonel Espinosa that the Bureau did not offer cou[illegible] his type nor were we aware of any other Federal laboratory which would be [illegible] his needs. In Wall's instant communication he states that notwithstan[illegible] Colonel Espinosa had on January 28 expressed a desire to send two labora[illegible] tants to visit the Bureau with the possiblity of accompanying General Del[illegible] Carson advises that Espinosa is of small value as an SIS contact and that it would probably be preferable i f he did not visit the Bureau at all due to the expense and inconvenience which such a visit would cause. In view of the Civil Attache's recommendation, however, I recommend that the letter to Delgado go forward without reference to Espinosa or his party and that Wall as instructed in the letter to him confer with Delgado concerning Espinosa's request and advise Delgado th t if he desires this group to accompany him, The Bureau would have no objection.

With reference to this invitation, it is pointed out that there is presently unexpended for the present fiscal year $3000 in the entertainment fund for South American officials.

Approved by Executive Conference 1/30/46 with Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford and Rosen in attendance.

RCH:DW

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~~Classified by~~
~~Declassify on: OADR~~

66-2554-4470

FEDERAL BUREAU OF INVESTIGATION
FEB 1 1946
U. S. DEPARTMENT OF JUSTICE

50 MAR 12 1946

~~CONFIDENTIAL~~

ORIGINAL FILED IN

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 25, 1946

ALL INFORMATION CONTAINED
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DATE 8/26/92 BY

The Executive Conference of February 20, 1946, consisting of Messrs. Tolson, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by Miss Cheda Eitel, Supervisory Clerk of the Movement Section of the Administrative Division, concerning In-Service Training.

Miss Eitel stated that for approximately the past two years her Section has been calling personnel files on all Agents being listed for In-Service Training; that this involves the checking of 80 to 95 files per week; and that the procedure was instigated in order that we might catch extended sick leave, wife's confinement, disciplinary action, indefinite period away from headquarters, prolonged special in office of assignment and various other reasons which would prevent an Agent from attending In-Service.

Glavin pointed out to the Conference that Miss Eitel, in her suggestion which was concurred in by Glavin, stated that due to the recent procedure of not recording all mail going into the Personnel Files Section, it is impossible to be assured that a file is up to date and the calling of such files at the present time necessitates much work which may prove valueless.

The Conference, with the exception of Glavin, felt that the present policy should be continued since it has proven valuable in the past in not ordering men in for In-Service who are not available due to some personal or official problem at that particular time. Glavin feels that with continued non-recording of certain personnel mail, it is going to become more difficult to secure up-to-date files; that the Chief Clerk's Office will not have any assurance at any time that any file is up to date; and that the time lost in endeavoring to bring such files up to date outweighs any savings which might be effected in reviewing such files.

RECORDED & INDEXED 66-2554-4471
31 FEB 27 1946

Should the Director approve the majority's recommendation, the present policy will be continued.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC — Mr. Clegg
Mr. Hendon

VRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 25, 1946

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The Executive Conference of February 20, 1946, consisting of Messrs. Tolson, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by SAC Suran of the El Paso Division.

SAC Suran stated that Special Agents George F. Zografos and Wallace R. Heitman jointly suggested that in view of the fact certain of the territory worked by those Agents is particularly rough, having unimproved roads and many times no roads at all, that the Bureau consider securing jeeps declared surplus by the Army.

SAC Suran stated that if such jeeps were secured, one would be kept at Alpine, Texas, for the use of Special Agent Zografos so that when he finds it necessary to work in the Big Bend Country of Texas, which is adjacent to the Mexican Border where the terrain is very rough having unimproved roads and in places no roads at all, the jeep could be used.

Special Agent Heitman, who is Resident Agent at Albuquerque, New Mexico, could have the jeep stored at Gallup, New Mexico, so that it could be used by him when he covered the Navajo Indian Reservations. SAC Suran pointed out that it is necessary for Agent Heitman on numerous occasions to travel to various points on the reservation where the terrain is very rough and many times there are no roads whatsoever and such roads as are available on the reservation are unimproved.

Suran further states that if such jeeps were secured, the transportation costs would be materially reduced since maintenance expense on Bureau automobiles used by these Agents would be reduced and the longevity of the cars would be increased.

RECORDED & INDEXED 65-34254-4412

EX-60

Messrs. Tolson, Harbo, Hendon and Nichols are opposed to adopting the suggestion, feeling that it would be undesirable to have jeeps available for these Agents to use on official business. Messrs. Ladd, Mumford, Rosen and Glavin feel that since the driving conditions are very bad and since maintenance costs of Bureau automobiles undoubtedly are high in using them over such unimproved terrain, it would be well to ascertain whether surplus jeeps could be secured from the Army for assignment to these Agents.

Pending the Director's decision in this matter, no further action is being taken in connection with the suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SC - Mr. Clegg
Mr. Hendon

FEB 28 1946

ARTHUR

THE DIRECTOR

2/25/46

The Executive Conference

UNLAWFUL FLIGHT TO AVOID PROSECUTION
UNLAWFUL FLIGHT TO AVOID GIVING TESTIMONY

Anticipating the need for initiative and vigorous effort to continue to dominate the law enforcement field the Attached bulletin to the field was suggested. It deals with the necessity to increase the number of investigations in Unlawful Flight to Avoid Prosecution and Unlawful Flight to Avoid Giving Testimony cases. This action will result in an increase in our statistical accomplishments and will also afford common ground for the Special Agents and the Special Agents in Charge to confer with the heads of police agencies throughout the country.

It is hoped that it will afford a close working arrangement and establish a proper liaison with the police departments which heretofore has been subjugated to the overall national defense picture. It was also recommended that an article appear in the next Law Enforcement Bulletin with reference to the assistance which can be given to local law enforcement agencies under the two above-named statutes.

The entire conference approved. Those in attendance were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

Edward A. Tamm

attachment
cc - Mr. Hendon
Mr. Clegg

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166-2554-4473
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7 FEB 27 1946

Mr. Tolson
Mr. S. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Vease
Miss Gandy

8 1945

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

WANTED OR STOP NOTICE BOX
PHILADELPHIA OFFICE

February 22, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the inquiry of the Philadelphia Office concerning the placing of stop notices with the Immigration and Naturalization Service. Field offices request the Philadelphia Office of the Bureau to place a stop notice with the Immigration and Naturalization Service at one or more specific ports of entry. The arrangements are made for the immigration officers of the local ports of entry to notify the field office handling the case, not the Philadelphia Office, of any information concerning the subject for whom the stop notice was filed. In accordance with the procedure previously worked out with Immigration and Naturalization authorities the requests are made through the Philadelphia Office and the notifications based upon such stop notices go directly from the local immigration officers to the local field office of the Bureau which is interested in locating the subject, thus the Philadelphia Office is by-passed as far as the receipt of any information from the Immigration Service is concerned.

The Executives' Conference was of the opinion that the Philadelphia Office should not be required to maintain a record of the stop notices in its files when the stop notice is being filed at the request of and for the benefit of some other field office. The records of such stop notices will be maintained at the field office requesting it and the Philadelphia Office will thus maintain stop notices only in those instances when the Philadelphia Office has a direct investigative interest in the case and has filed a stop notice on its own initiative.

If this is approved the Philadelphia Office is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

ENCLOSURE TO 99-[illegible]

166-25374 IF IB I

30 FEB 27 1946

4474

30 FEB 28 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 21, 1946

The Executive Conference, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Mumford, Harbo and Tracy on February 20, 1946, considered a request for an additional form letter for use by the Recording Section of the Identification Division. This form letter will eliminate the typing of approximately fifteen signature letters daily.

The Conference unanimously recommends approval of the request.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

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DATE 8/26/92 BY

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30 FEB 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

8 26 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered a suggestion submitted by J. P. Mohr of the Administrative Division that a booklet covering the Veterans Assistance Program be forwarded to all Special Agents in Charge.

A proposed form letter to all Special Agents in Charge to accompany the booklet is attached hereto and the Executive Conference recommended that the booklet be forwarded to the field as originally suggested by Mr. Mohr.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

WRG:AB

#323013
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DATE 8/26/92 BY

66-2554-4476

INDEXED & RECORDED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 28 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered a suggestion submitted by Mr. David B. Coxe, Jr., former Special Agent.

Mr. Coxe points out that in view of the extreme gravity of the present world conditions, it is entirely possible that a situation will present itself whereby the Bureau will once again need a large investigative force in a matter of days or even hours, for the purpose of coping with the thousands of individuals in the United States who have been evidencing their Un-American tendencies for a number of years, and who have recently forcefully pointed out their ability to paralyze the United States by their insidious methods. Coxe states that it occurs to him that the logical source of supply for such emergency man power needs would be former Special Agents who are already trained and have experience in Bureau policies and techniques, and who could be given re-training courses and placed in the field in a few days or, if absolutely necessary, could report directly to field offices where the necessary specialized basid re-training could be given in a short time. Coxe states that if such an emergency list is compiled, he would consider it a great honor to have his name included thereon.

The Conference points out that a list of Special Agents who have resigned is maintained in the Administrative Division through which list former Special Agents can be contacted if their services were needed in an emergencyand that before the names were approved for emergency services, up to the minute reviews of the files can be made to determine whether there is any derogatory information therein. The Conference does not feel that anything further need be done at the present time.

Should the Director approve, the attached communication will go forward to Mr. Coxe.

RECORDED & INDEXED 66-2554-4477

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Case
Mr. Candy

Mr. Clegg
Mr. Hendon

TRG:AB

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OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: February 5, 1946

FROM : MR. D. J. PARSONS

SUBJECT: RESEARCH - BLOOD GROUPING

By memorandum of January 15, 1946, Mr. Baughman reported to you the visit of Mr. B. J. White of the Laboratory to the Harvard University Medical School where he conferred with a number of experts on medical advances in the field of blook studies. The particular objective was, of course, to explore the possible adaptation of this work to our problems.

The most interesting development is that concerning the Rh factor in blood and from the recent work that has been done by Dr. L. K. Diamond and his associates there seems good promise for utilizing the Rh breakdown in the grouping of dried blook stains. If this can be successfully applied, it will be the most startling and valuable contribution to law enforcement in this field since blood grouping itself was first applied. Presently the Rh factor can be subdivided into four sub types and White was given samples of the testing sera by Dr. Diamond.

It is, therefore, believed desirable that we should conduct the indicated research in this field to explore the possibility of increasing the value of blood work. Although it is not possible at this time to commence the actual work due to the equipment on order not yet received and space adjustments, the necessary initial steps can be started as soon as approval is given.

It is anticipated that this project will be assigned to Mr. B. J. White who will spend as nearly as possible his entire time on this work. Progress reports will be submitted and it is expected that the project will be completed in approximately 60 days.

RECOMMENDATION: It is recommended that the research project be authorized to determine the possibility of subdividing the present blood groups and thereby increasing the value of blood examinations.

APPROVED BY EXEC CONF 2/11/46
Present: Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Mumford, Rosen & Harbo.

DJP:FLM

RECORDED & INDEXED

66-2534-4478

FEDERAL BUREAU OF INVESTIGATION
FEB 26 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

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THE DIRECTOR

2/26/46

THE EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY MAP

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford and Clegg, considered the fact that in the FBI Annex (Armory) there was located a rather large mounted map of the United States on which are pins which record the location of police agencies which have had representatives in attendance at the FBI National Academy. This was kept up to date by the Training and Inspection Division so long as they occupied quarters at the Armory. A question has arisen as to whether it is desired for the purposes of tours in the Department of Justice Building or elsewhere that such map be continued and it was with unanimous opinion of all members present that the use of this map for the present be discontinued entirely.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

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DATE 8/26/92 BY SJC/Ke

INDEXED & INDEXED 66-2554-4479

EX-50

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

28 1946

WRC:AB

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

#323013

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DATE 8/26/92 BY [illegible]

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered the inventory verifications handled by the Administrative Division.

Glavin pointed out to the Conference that at the present time the Bureau receives complete inventories from all personnel as well as office inventories annually and these inventories are checked against the inventory records at the Seat of Government so that any discrepancies can be corrected.

Glavin pointed out further to the Conference that the particular section which handles inventories and supplies has been reduced from 23 to 11 people in the last several months; that under ordinary circumstances it takes about four months to check all the inventories and that this year a considerable longer period of time will necessarily be involved in checking these inventories.

It was recommended by Glavin that the annual inventory be discontinued and inventories once each two years be submitted to the Bureau. Glavin further suggested that in the event the annual submission of inventories was discontinued and a bi-annual submission was approved, the Bureau might want to furnish to the various Inspectors in the field the up-to-date inventories of the offices inspected by them. It was pointed out to the Conference that the Inspector has the inventory checked during the inspection of the office and in this way any discrepancies could be found and corrected while the inspector was on the ground without any delay to him.

EX-56

RECORDED & INDEXED

66-2554-4480

The Conference recommended that an up-to-date photostatic copy be forwarded to the inspector when he begins an inspection and in this way any discrepancies will be held to an absolute minimum. Should the Director approve this recommendation, appropriate advice concerning the submission of inventories will be forwarded to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

FEB 26 1946

CC: Mr. Clegg
Mr. Hendon

THE DIRECTOR

2/22/46

THE JOINT COMMITTEE

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY [illegible]

SUGGESTION 9-J
EMPLOYEE: H. H. CLEGG
ASSISTANT DIRECTOR

MEMBERS PRESENT: Messrs. H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: The elimination of summary reports.

ADVANTAGES:
1. Saves Agents' time in preparation.
2. Saves stenographic and clerical time in preparation and filing.
3. It is a service to United States Attorneys we could dispense with which is not absolutely necessary as it is a trial brief of facts which they themselves should prepare.

DISADVANTAGES:
1. It is a reporting function which the Bureau should perform.
2. It provides an automatic self-supervision of the case by the Agent to whom the case is assigned since the summary report will show up any missing or weak links of evidence.
3. It enables field and Seat of Government supervisors to do a better job of supervision.
4. It is inviting to the United States Attorneys to at least read the summary report thus increasing their proficiencies in the trial of individual cases and the possibilities of increased prosecutions and convictions and therefore is an aid in the administration of justice.

RECOMMENDATION:
1. Unanimously recommended that summary reports be retained.

RECORDED INDEXED 166-2554-4481 F B I 7 FEB 28 1946

HCH:pj

EX-53

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present it was unanimously recommended that summary reports be retained.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:pj

FEB 28 1946

THE DIRECTOR 2/26/46

THE EXECUTIVES' CONFERENCE

NATIONAL ACADEMY CLASS "BOOKS OF INTEREST TO POLICE OFFICERS"

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg considered the suggestion of Mr. M. A. Jones that a lecture of 30 minutes be given before the FBI National Academy on the subject of "Books of Interest to Police Officers."

The Conference felt that there should be no encouragement to the students of the Academy to purchase books when surplus funds are available since there is a greater need in the way of improved salaries, retirement and regular police equipment. It was believed that this purpose could best be served by distributing to the class bibliographies in law enforcement which are available.

Because of the increased request for use of the Bureau's library by members of the Academy in preparing their speeches and instruction subjects the conference believed it would be wise for a representative of the Crime Records Section such as Special Agent Suttler to discuss the facilities of the Bureau's library and how to make use of it in order to save the time of the supervisor of the library when individual officers call for assistance. This will have the effect of permitting those officers who desire to see the Bureau's library and to make use of it without encouraging them or their departments to buy any specific books upon their return to their own departments.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

166-2554-4482
F JB II
7 FEB 28 1946

RECORDED & INDEXED

EX-53

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

FEB 28 1946

#323063

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DATE 8/26/92 BY [illegible]

THE DIRECTOR

February 22, 1946

THE JOINT COMMITTEE

SUGGESTION #9-M
EMPLOYEE: F. T. McINTYRE
SUPERVISOR, TRAINING & INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That a check be made into the kind, number and necessity of intra-office memoranda and questionnaires required of Special Agents by the SACs, tabulating information about the different types of cases, delinquency and the like, which forms are not required by Bureau regulations.

The Committee did not have at hand information indicating what types of such material might presently be required in the various offices but feels that at the next two In-Service Training Classes a forum should be held by the Training Division to inquire into this question and the result will then be considered by the Committee at a subsequent meeting.

RECOMMENDATION: The Committee unanimously agreed that a forum should be held at the forthcoming two In-Service Schools for this purpose.

RCH:pj

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present the Executives' Conference unanimously concurred with the recommendation of the Joint Committee as set forth immediately above that a forum be held in two In-Service Schools to elicit information which could be specifically considered in the future.

166-2554-4483

Respectfully,
For the Conference

FEB 28 1946

Yes do so by all means. The must cut down all unnecessary paper work.

EX-53

Clyde Tolson

RECORDED & INDEXED

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc — Mr. Hendon
Mr. Clegg

MHC:pj

#323013

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DATE 8/26/92 BY SP5 Cifbca

THE DIRECTOR 2/22/46

THE JOINT COMMITTEE

SUGGESTION 9-I
EMPLOYEE: E. R. DONALDSON
SUPERVISOR, TRAINING & INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That clerical employees be trained in each office to care for flashlights, check batteries, cameras and keep in working order other technical equipment of the less complicated type, this training to be given in the field office by competent personnel.

ADVANTAGES:
1. It would save Agents' time now devoted to such similar duties.
2. Clerical employees are fully capable of handling such work.
3. The equipment would probably receive better care because when Agents are assigned there is generally a rotation and when a clerical employee is assigned normally it would be a permanent assignment with a definite responsibility.
4. This is a housekeeping type of function.

DISADVANTAGES: None

RECOMMENDATION: Unanimously approved. 166-2554-4484

RCH:pj

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present this suggestion was unanimously approved.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

NHC:pj

FEB 1 1946

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DATE 8/26/92 BY

THE DIRECTOR

2/25/46

The Executive Conference

DESERTERS - ESCAPED MILITARY PRISONERS

In order to insure that the Bureau will receive Deserter-Escaped Military Prisoner cases in sufficient time to afford an immediate investigation and thereby more adequately handle this type of violation, the attached Bureau Bulletin was unanimously approved by the Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen in attendance.

In Bureau Bulletin #63, Series 1945, Sub-Section D, the Field was authorized to accept cases for immediate investigation involving escapees from U.S. Disciplinary Barracks. In Bureau Bulletin #4, Series 1946, Sub-Section B the authority to accept these cases was extended to escapees from rehabilitation centers.

In Sub-Section F of Bureau Bulletin #63, Series 1945 the Field was authorized to accept for immediate investigation cases involving escaped Naval prisoners from Naval Prisons and that section of the Bulletin set forth a complete list of all Naval Prisons as furnished by the Navy Department.

The Bureau is now in receipt of a complete list of disciplinary barracks and rehabilitation centers received from the Navy Department and it is believed desirable to supply this list by means of a Bureau Bulletin to the Field for the assistance of the Agents working on these cases.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

66-2554-4485

FEB 28 1946

189

#323013

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DATE 8/26/92 BY Scribe

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Nease
Ganey

FEB 28 1946

THE DIRECTOR 2/22/46

THE JOINT COMMITTEE

SUGGESTION #9-0
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That shorthand and typing classes at the Bureau be eliminated and stenographers recruited as needed or typists encouraged to go to business school on their own time to qualify for stenographic positions.

ADVANTAGES:
1. A saving of supervisory time at the Seat of Government in scheduling and handling the classes.
2. A saving of stenographer's time which is devoted to actual instruction of work.
3. A saving of clerical time on the part of those who attend the classes partially on Bureau time.
4. It is felt that a Bureau typist should be willing and anxious to obtain a higher stenographic position through attending outside schools for this purpose.
5. The labor market should gradually show improvement so that the types of qualified employees needed will be more available.

DISADVANTAGES:
1. These classes were morale builders for the clerical employees who look forward to promotion with Bureau's assistance.
2. They have helped fill definite need for additional stenographers when it was almost impossible to hire them from the outside.

RECOMMENDATIONS:
1. That after the present classes have been completed no further classes either for typing or shorthand be organized.
2. That this rule apply not only to the Bureau but to the field.

RCH:PJ

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present it was unanimously agreed that all Division Chiefs at the Seat of Government and all Personnel Counselors should be informed that they should make no promises for future shorthand or typing classes so as not to commit the Bureau to any extention of the present program and that this matter should be considered again about the time of the conclusion of the present classes in shorthand so that it can be determined at that time if it is to the

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Parson
Harbo
Hendon
Ford
Clarke
Tamm

FEB 1 1945

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Memo for the Director
Re: Suggestion #9-0

Bureau's advantage to discontinue these specialized courses of training.

If the Executives' Conference recommendation is approved a notice will be sent to Bureau officials concerned to this effect.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Lease
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Quinn Tamm
Miss Gandy

HHC:pj

THE DIRECTOR 2/21/46

a THE EXECUTIVES' CONFERENCE

SPANISH LANGUAGE PHRASE BOOK

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the suggestion of Special Agent J. Richard Butts that the Bureau prepare and issue a Spanish language phrase book or else inaugurate Spanish language classes for the benefit of Special Agents who are assigned to territory adjacent to the Mexican border.

The Executives' Conference felt that the small number of Agents who could profitably make use of this type of training or booklet would not justify its preparation; further, that since Agents are now operating on a forty hour week that those who are interested could take some local course in Spanish for the purpose of improving their ability in the individual localities and the Conference therefore unanimously recommended unfavorably.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

RECORDED
EX - 67

66-2554-4487

FEDERAL BUREAU OF INVESTIGATION
FEB 28 1946
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Mr. Candy

cc - Mr. Hendon
Mr. Clegg

HHC:RJ

#323073

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MAR 1 1946

ORIGINAL FILED IN 64-5215-119

THE DIRECTOR

February 19,

THE EXECUTIVES' CONFERENCE

PISTOL CLUB

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Hendon, Glavin, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the problem of instructors for the Pistol Club sponsored by the FBI Recreation Association. At the Washington Field Office at present there are three Special Agents who are qualified as experts and the Executives' Conference was definitely of the opinion that only those of the qualification of experts should be permitted to teach the members of this Pistol Club made up of clerical employees. The three experts at the Washington Field Office are Special Agents M. J. Lynch, C. F. Beall and Frank Holmes. It was recommended that four evenings per week, Monday through Thursday inclusive, the Pistol Club should be given an opportunity to engage in firearms practice on a regular scheduled basis. One group would fire on the indoor range at the Armory and another at the indoor range at the Justice Building. The practice and training periods would be from 5:30 to 6:30 P.M. on each of these four days. Instruction and practice could be given to eight members of the Pistol Club at each building during each one hour period. 106 members of the Club have requested such training.

The program would require an assembly of all the members of the Club for four one hour periods at which time instructions would be given the employees in matters of safety, mechanics and care and use of the weapon. Subsequently eight members of the group will report each afternoon in rotation at each of the indoor ranges and an expert firearms instructor will be on duty at each range.

The Conference recommended that two of the experts be regularly assigned by the Washington Field Office to handle these periods from 5:30 to 6:30 Monday through Thursday and that the remaining one of the three experts of the field office be considered an alternate. After 30 days the alternate would become one of the two instructors for another month and there would be a constant rotation of these assignments.

In case of emergencies which prevented one or more experts attending, Mr. Glavin and Mr. Rogers, both qualified as experts, have volunteered to serve as further alternates in this program. It is believed that the two regular participants in giving the instruction should be given an equivalent amount of compensatory leave on the same day that they teach these classes. If this is approved there is a letter attached to the W.O. accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mohrington
Mr. Mann Tamm
Mr. Quinn Tamm

cc - Hendon
Clegg

HHC:PJ

FEB 21 1946

RECORDED & INDEXED

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62-57-4488

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ALL:TW

THE DIRECTOR 2/25/46

The Executive Conference

BUREAU BULLETIN CONCERNING INVESTIGATIVE SUGGESTIONS
RE: SELECTIVE SERVICE REFERRALS

In view of the fact that the present Selective Service Act expires May 15, 1946, and may not be renewed efforts are being made at this time to expedite the completion of investigations involving Selective Service delinquents.

It was felt that every effort should be made at this time to present as favorable a Bureau picture as is possible at the expiration date of this Act and in order to accomplish this end every effort must be made to accelerate and adequately handle our program. Certain errors most frequently occurring have been observed through a review of investigative reports and it is suggested that the proposed bulletin, which is attached, be forwarded to the field in order to assist the field in its investigative program.

This Bureau Bulletin was approved by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mendon, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Mendon
Mr. Glenn

EX - 11

RECORDED & INDEXED 166-2554-4489
F IB I
30 FEB 28 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Mendon
Mr. Quinn Tamm
Miss Gandy

1 1945

#323013

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HEREIN IS UNCLASSIFIED
DATE 9/26/92 BY SJC/bcc

THE DIRECTOR 2/26/46

THE EXECUTIVES' CONFERENCE

ELIGIBILITY OF ALCOHOL BEVERAGE CONTROL OFFICERS TO ATTEND FBI NATIONAL ACADEMY

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the application of the Alcohol Beverage Control Board of Edgecombe County, North Carolina for an officer of that board to attend a session of the FBI National Academy. Inquiries have been made by Assistant U. S. Attorney Leggett and Federal District Judge Gilliam of the Eastern District of North Carolina as to whether Mr. Otley Leary, Chief Investigator of this board, would be eligible to attend and they point out that the officers of the board take the same oath prescribed by law for peace officers and have the same powers and authority within their respective counties as other peace officers according to the North Carolina General Statutes.

The Executives' Conference felt that it would be undesirable to accept a representative of this specialized group in a session of the Academy; that in spite of statutory authority being broad as stated, their duties are obviously limited and it is important that the Bureau concentrate its training program in the FBI National Academy on those officers with broader and regular police jurisdiction and activity.

If this is approved there is attached hereto a letter to the Charlotte Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E.A. Tamm

I most certainly agree. We must keep N.A. restricted to representatives of real & broad law enforcement groups.

Attachment

66-2554-4490

RECORDED & INDEXED 189 FEB

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:pj

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FEB 1 1946

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DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-26-2011

CONFIDENTIAL

THE DIRECTOR

cc - Mr. Tamm
Mr. Ladd

February 15, 1946

D. M. LADD

PROPOSED [redacted] b2 b7E

[redacted] has requested Bureau authority to [redacted] b2 b7E

According to SAC [redacted] a preliminary inquiry has been made to determine [redacted] b2 b7E

ADVANTAGES OF [redacted] b2 b7E

The SAC of [redacted] set forth certain advantages which he listed as reasons for the proposed [redacted] They are:

1.

2.

3.

4.

5.

b2 b7E

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

2-19-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Harbo Hendon, Nichols, Rosen, Clegg, Mumford and Ladd

JKM

JDD:mn
JDD

CONFIDENTIAL

INDEXED
#323913
Classified by
Declassify on: OADR
8/20/92

ORIGINAL COPY FILED IN
-449
VESTIGATION
1946
F JUSTICE

Original Tape Copy Reference

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14.

b2
b7E

CONFIDENTIAL

DISADVANTAGES OF THE PROPOSED [redacted]

The [redacted] has set forth certain disadvantages which are enumerated as follows:

b2
b7E

"1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

CONCLUSION OF [redacted]

b2
b7E

Based upon the aforementioned survey, SAC [redacted] advised that it was his recommendation that serious consideration be given by the Bureau to his suggestions because in his opinion [redacted] is desirable. The same problems presently encountered would come up [redacted] to which the SAC all of the obstacles would be overcome by [redacted] and according to

BUREAU POLICY REGARDING [redacted]

b2
b7E

[redacted]

CONFIDENTIAL

to the authorization given

With reference b2 b7E

Special Agent James L. Kirkland, in the course of field inspections in those matters, has stated that it is the conclusion of the Special Agents in Charge economical standpoint. The factors previously enumerated by Mr. Kirkland, which must be present before such operation could be successful, are set forth as follows:

1. b2 b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. The could also be accomplished with much more ease and b2 b7E

5. Any modification of the present rule should apply only to those

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to b2 b7E

RECOMMENDATION

~~CONFIDENTIAL~~

There is attached for your approval a letter granting authorization to [redacted] to establish a [redacted] occupied by the [redacted] based upon the recommendation [redacted] that such [redacted] b2 b7E

~~(S)~~

~~NATWSGPMOD~~

Attachment.

~~CONFIDENTIAL~~

THE DIRECTOR

February 5, [illegible]

CONFERENCE

#323012

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY 5/32/[illegible]

SUBJECT: [illegible]
REFERENCE: [illegible] J. D. [illegible]
[illegible] FIELD DIVISION

[illegible]: D. E. Clegg, D. D. Carey, T. C. Carson, [illegible]

[illegible]: [illegible] of banks established by each field office in alphabetical [illegible] (This is a special index in the index filing system of the office, in which are listed the names and locations of all banks under Federal jurisdiction, located within the field division, so that on consideration of this card personnel assigned the duties of any investigation may ascertain if one is under Federal jurisdiction.)

[illegible]:

1. [illegible] type of special index card to be discontinued, with a corresponding [illegible] card [illegible].
2. This index served a reliable purpose at the beginning when banks were [illegible] under the FDIC, but now, since practically all banking institutions have been brought within the Federal jurisdiction, the card index of the list is not particularly important, and on hand to change would not only upset the list being up to date upon the receipt of a complaint at any time.
3. The information is easily and immediately available from other sources.

[illegible]:

None.

Mr. Tolson and Mr. Egan were both of the opinion it was a waste time to maintain this list, as there were just a few banks not now under Federal jurisdiction, and there were other means of ascertaining whether a particular bank was under Federal jurisdiction.

[illegible]: Unanimously that the special index system in the field offices be abolished.

RECORDED & INDEXED
166-2554-4492
11-XII
FEB 2 [illegible]

[illegible]: With Messrs. Tolson, Glavin, Tracy, Gurnea, Hendon, Nichols, Clegg, Ladd, Mumford and Rosen present, the Conference unanimously approved the recommendation of the Special Committee that the special indices maintained in field offices listing the banks under Federal jurisdiction be abolished since it no longer serves a purpose. It was further recommended that these lists no longer be indexed in the Records Section at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Keeser
Miss Gandy

RCH:D[illegible]

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 26, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

On February 20, 1946, the Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Clegg, Ladd, Mumford, McCabe, and Harbo considered the question of whether information should be furnished to law enforcement agencies when the document examination results in a "no conclusion" on the part of the examiner.

The problem involved is limited to instances wherein a questioned specimen submitted by the contributor is, on our initiative, compared with handwriting specimens appearing on fingerprint cards. In such cases we notify the local law enforcement agency of identifications, regardless of whether a criminal print, applicant print, or personal identification print has been used for comparison with the questioned specimen of handwriting. However, in "no conclusion" cases, the Laboratory notifies the contributor of a "no conclusion" in previously approved phraseology, only if a criminal fingerprint card is involved. Since "no conclusion" cases represent situations wherein the examiner feels rather definitely that the person represented by the fingerprint card may have written the questioned specimen but he does not have a sufficiently strong case to make a positive identification, our present policy results in our withholding information which may be of substantial help to the local law enforcement agency. Such cases arise most frequently in fraudulent check examinations.

The Conference unanimously approved the suggestion that the Laboratory be authorized to furnish "no conclusion" reports in cases where applicant fingerprint cards have been used as the known specimen, using the phraseology previously approved for use in connection with similar cases involving criminal fingerprint cards. The Conference felt that with reference to "no conclusion" findings in cases involving personal identification cards, the rule should be against furnishing such information to local law enforcement agencies but that each individual case should be considered on its own merits, with all doubt to be resolved in favor of not reporting the "no conclusion" to the outside law enforcement agency.

In all Bureau cases all "no conclusion" reports are furnished to the field offices irrespective of whether criminal, applicant, or personal identification fingerprint cards are involved.

REC'D 132 & EX-11 INDEXED

44-2554-4493

Respectfully,
for the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Quinn
Miss Gandy

cc Mr. Clegg
Hendon

EHH:AP

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

2/27/46

IN-SERVICE CLERICAL SCHOOL

The Executives' Conference, Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, considered the present In-Service Clerical School which is today in operation for the second time. It meets each Wednesday and classroom sessions, including lectures, tours and demonstrations are from 9 AM to 5:30 PM. A representative of each division appears before the class and each of the lectures for the first class held last week was audited. The reports generally were from "good" to "excellent" as far as the performances were concerned. The material seemed to be carefully prepared in practically every instance. The morning sessions were received with apparent enthusiasm and after luncheon there was a tour of approximately one hour and thirty minutes and when the class returned to the classroom there were evidences of physical fatigue and there have been indications that the employees did not particularly enjoy the tour due to the element of fatigue and to the fact that they had seen the same or similar things during the tour conducted a year previously and after the tour it was noticed that the fatigue caused by the tour and the subsequent continuous sitting at their seats for the rest of the day with occasional recesses developed a lessening interest so that there was not being obtained the desired results at least by the middle of the afternoon and for the remainder of the day. A proposal was made that the course be shortened to run for 5 hours, 15 minutes with each division being represented for 30 minutes instead of for approximately one hour and with a tour confined to the Laboratory.

It has been developed by questioning individual employees that they have been impressed with different features of the course but would prefer to take a trip to Quantico and have any lecture work given there where they could have luncheon and go to the range and other barracks classroom activities.

After considering the reaction of the students it did not appear that they were particularly critical of the course except to disclose that there was a lack of enthusiasm for it due primarily to the fact that they had to sit in the classroom for 8 hours except for the tour and occasional recesses. This grew monotonous.

RECOMMENDATION: The Executives' Conference unanimously recommended that these classes be discontinued entirely. This was believed more desirable than to have them in session part of the day after which they would return to their work.

Respectfully,
FOR THE CONFERENCE

C. Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC - Mr. Hendon
Mr. Clegg

#323013

RECORDED & INDEXED

66-2554-4494

189 MAR 1 1946

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hhc;hd

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

HHC:MR

TO : THE DIRECTOR

FROM : THE EXECUTIVES' CONFERENCE

DATE: November 5, 1945

SUBJECT: TRAINING OF SPECIAL AGENTS IN JUVENILE DELINQUENCY CONTROL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

The Executives' Conference, on November 1, 1945, Messers, Tolson, Tracy, Hendon, Glavin, Nichols, Ladd, Rosen, Coffey and Clegg being present, considered the suggestion of Special Agent F. T. McIntyre and concurred in by Inspector L. A. Hince that the Bureau carefully select 25 Special Agents from various parts of the country who have potential ability as instructors and that they be given specialized training for four weeks in juvenile delinquency control from the standpoint of regular police functions in handling and controlling juvenile delinquency - this school to be held, beginning on February 11, 1946. These Agents would not participate in services of police departments but would aid in conducting police training schools, such as the Bureau has in the past conducted through the services of former Special Agent Leahy in California, New Jersey, New York and other places with a high degree of success. They would also participate in regular police training schools whenever the subject of juvenile control was an integral part of a regularly prepared police training school program. The demand for this type of training is increasing. It is an integral part of police work and the majority of the Conference felt that the Bureau would not be giving a well-rounded course of police instructions unless it was prepared and equipped to handle this specific type of subject matter.

Those who favored the suggestion felt that 25 Agents trained for this purpose would be more economical than a lesser number since the appearance on field police training programs would in the future entail less travel with 25 Agents equipped for this purpose than for a smaller number to be so trained. The majority of the Conference who favored the suggestion felt that the school should be held after January 1946 and should be completed prior to June 30, 1946, thus it was believed that the Bureau would be better informed after the first of January as to those who intend to remain in the Bureau than at present. It was also felt that during the period of time that these Agents were receiving this specialized training that the total number of Agents attending In-Service school should be reduced by 25 Agents so that there would not be a surplus number of Agents in Washington at the same time receiving training. Those favoring this suggestion were Messrs. Tolson, Rosen, Nichols, Hendon, Tracy and Clegg.

Those oppoesd expressed the belief that this was not a part of the Bureau's work, that it was not economical, that it would be bringing too many

Director's Notation: "OK H."

RECORDED 66-2554-4495
FEDERAL BUREAU OF INVESTIGATION
1 - MAR 11 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

EX-32

52 MAR 11 1946

ORIGINAL FILED IN

MEMO FOR THE DIRECTOR

November 5, 1946

Agents to Washington at the same time for training and that it was not in keeping with the Bureau's present policy of discontinuing specialized schools for the present, were Messrs. Ladd, Coffey and Glavin, and E. A. Tamm.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

DIRECTOR

February 25, 1946

SAC, FIELD OFFICES

CONFIDENTIAL

SUBJECT: [illegible]
[illegible]

F323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY [illegible]

[illegible]: E. E. Clegg
D. M. Ladd
E. E. Coffey
E. [illegible]

[illegible]: [illegible] the fingerprint [illegible] relating to color photos, [illegible] photos, and other identifying data, be filed at the time of receipt, be discontinued.

[illegible]:

1. It is not necessary to file the fingerprint in order to periodically purge the index of all index cards of this type, as Mr. Coffey pointed out that appears to be an effective means of doing this without doing the index any harm. The committee, in fact, was told that the index cannot grow to 10 years ago be considered. This from a total consideration of each file, it is considered whether or not the case was an intense subject and at the time it was closed. If the subject has been of the type the case was closed, then the index card containing color photo, etc., is removed from the file, otherwise, not. In regards of the closed files will cause it to be really determined which cases are over 10 years old.

2. There will be less work in the preparation of index cards and the general work will be greater because of these cards will be prepared differently in the type of the other groups of index cards.

3. The filing of the index card will not affect the security of information to a case file to determine whether or not the index card can be destroyed.

4. Concerning the filing of these cards for the use of Intelligence Division, the Chief Clerk of the Intelligence Division stated that after the cards of this type have been 10 years old, they will be total number of less than 4 inches of cards. The filing, then, will be less than the cost of the personnel and will not justify the expense.

[illegible]: Case EX-11

166-2554-4496

RECORDED & INDEXED

F B I

30 MAR 1 1946

[illegible]:

1. That the fingerprint index cards relating to color photos, etc., be filed, be destroyed and the index, the method adopted by Mr. Saucy for purging index cards be adopted.

2. That the entire project of filing index cards out of 10 years later trying to keep them through this process be

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

20 MAR 6 1946

be rescinded, and that the Bureau instructions to this effect, set forth in SAC Letter [illegible], dated October 16, 1945, be cancelled.

This matter had been previously submitted to other SACs than those present, including SAC Brantley, Reno and Brantley and Moore were both opposed, feeling that the amount of this funding would be too expensive for any benefits which might be obtained. Therefore, the majority of the men in the field, who had expressed an opinion, that this action should be discontinued as no longer useful, time does not be checked and that should an occasion arise to be dated and no longer after 20 years.

[redacted]

With Messrs. Tolson, Glavin, Tracy, Mumford and Rosen present, the Conference unanimously approved the recommendation of the Special Committee that previous instructions upon the dating of index cards in National Motor Vehicle Theft Act cases be rescinded and that the entire project of dating index cards for the purpose of eliminating them ten years thereafter be discontinued. It was felt that when a real problem arose requiring the pulling of index cards, this could more efficiently and cheaply be accomplished by first checking the files and from then pulling the appropriate index cards. The Conference pointed out that this could be done at any time and there was no need to date the index cards to accomplish such a purge. If the Director approves the recommendation, appropriate instructions will be issued to the field.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

OK

CC - Mr. Clegg

THE DIRECTOR

February 12, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of February 8, 1946, consisting of Messrs. Tolson, Clegg, Ladd, Harbo, McGuire, McCabe (for Mr. Rosen) and Glavin was advised by Glavin that at the present time the Movement Clerks of the Chief Clerk's Office receive a great amount of personal mail of employees and former employees daily; that approximately 100 letters for out-of-service employees are received daily; and that all told approximately 300 letters are received daily which must be forwarded to employees in the Service and employees out of the Service.

Glavin pointed out to the Conference that due to the curtailment of the staff in the Chief Clerk's Office, the forwarding of this mail is going to become more and more burdensome. He recommended that at the present time in those instances where out-of-service mail is received, it merely be stamped that the individual is no longer in the employ of the Bureau and it be returned to the sender. At the present time it is necessary to call the file on every out-of-service employee for whom mail is received to determine the proper forwarding address. He recommended that in-service mail be forwarded to the employee.

For the Director's information, in many instances when inquiries are received by the Bureau concerning addresses of its employees, the response is made that a communication addressed to the Bureau in Washington will be promptly forwarded to them. It is believed that this procedure should be continued for the present.

Should the Director approve the discontinuance of forwarding out-of-service mail to former employees, the clerks in the Movement Section of the Chief Clerk's Office will be appropriately advised.

RECORDED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

66-2554-4497
FEDERAL BUREAU OF INVESTIGATION
FEB 28 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

57 MAR 7 - 1946

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DATE 6/26/92 BY SSC/Bce

ORIGINAL COPY FILED IN

THE DIRECTOR

February 26, 1946

THE JOINT COMMITTEE

SUGGESTION #97
EMPLOYEE: MR. H. H. CLEGG

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

SUGGESTION SUBMITTED: That specific instructions be issued to the field that Special Agents are not to be required to show on the Number 3 register cards their activities while in the field office. The present Manual requirement calls for the following information: Time of departure, destination, time expected to return and time of actual return, and telephone calls to the office while absent. It has developed as a common practice in field offices for the Special Agent in Charge to augment these Bureau requirements that Agents also show a full account of their time in the field office. This suggestion would limit these additional requirements beyond those mentioned in the Bureau's manual.

ADVANTAGES:

1. While in the field office, the Agent is subject to the personal supervision of the SAC, ASAC, and supervisor.
2. The primary purpose of Number 3 registers is to enable the location of an Agent while he is absent from the office and to advise those who might call for him as to when he might be expected back.
3. In the event it should become desirable in a field office for either the SAC or the Bureau to require a spotcheck as to the activities of Agents and their utilization of time, the Bureau could instruct, or the Agent in Charge could, on his own initiative, order the listing of all activities for periods not exceeding two weeks on infrequent occasions.

DISADVANTAGES:

1. Material set forth on Number 3 cards is of tremendous value in personnel investigations. Experience has shown that in at least one case of paramount importance to the Bureau, the detailed activities of an Agent in the field office are of very material value and possibly evidence in a trial involving bribery of a Bureau employee. In the larger offices having considerable personnel, the Agent in Charge, Assistant Agent in Charge and Supervisors have an opportunity to review the activities of the Agents in their entirety, this being analogous to the daily reports.

INDEXED RECORDED 66-2554-4498

RECOMMENDATION: Messrs. Clegg, Scheidt and Hendon are in favor of the suggestion stated. Mr. Conroy is opposed because of the disadvantages stated. The majority are in favor of adhering strictly to the Manual requirements with permission for conduct surveys of two weeks duration on infrequent or special occasions. Accounting for the full time of all Agents of the office would be permitted.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE ACTION: *The Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Humford, Rosen and Nichols present, unanimously recommends the adoption*

70 MAR 8 1946

of the suggestion that specific instructions be issued to the field that Special Agents are not required to show on the #3 Register cards their activities while in the field offices. The Conference believes that such information served no useful purpose, was unnecessarily irksome and burdensome to the Agents and accomplished no purpose.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DV

February 28, 1946

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Harbo and Tracy on February 27, 1946, considered a suggestion of Agent Supervisor G. J. Ingert that the age at which fingerprint cards are taken out of the files be reduced from sixty to fifty-five. A check of the criminal prints received in the Identification Division indicates the age breakdown will permit removal of prints at age fifty-five for file in the so-called "obsolete" file.

The primary advantage in lowering the age group is to reduce the actual number of fingerprint cards in the criminal file which will permit more efficient searching.

For the Director's information, in the event a fingerprint card is received on a person of age sixty, at the present time it is searched in the "obsolete" file first and inasmuch as approximately seventy percent identifications are made, only one search is necessary and there would be a limited number of double searches.

At the present time, in the event a search of the criminal file or the "obsolete" file fails to show a record if the age limit is within ten years either way of age sixty, a search is automatically made in both files.

A Committee of the Executive Conference was assigned to study the matter and they agree with the suggestion. The suggestion is to apply to both the criminal and noncriminal files. In view of the fact a file check is presently under way, the size of both files can be reduced more efficiently at this time.

If you approve, there is attached a letter to Mr. Ingert thanking him for his suggestion.

RECORDED & INDEXED 66-2537-4489

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc - Mr. Clegg
Mr. Hendon

SJTtobp

20 MAR 7 1946

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THE DIRECTOR

2/23/46

EXECUTIVES' CONFERENCE

REQUESTS FOR PHOTO MURALS BY MEMBERS OF NATIONAL ACADEMY

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the request of several members of the present session of the FBI National Academy that they be furnished with copies of the photo murals and charts in the traffic exhibit room.

There are scores of these charts and it was believed to be entirely too expensive to prepare copies of these charts for all that might wish them. It was felt, however, that a representative of the Crime Records Section should confer with Mr. Kunz to select about three of the best and most useful charts and place appropriate descriptive information on them so that they might be made available to the members of the National Academy who desire them.

This was unanimously approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED & INDEXED

166-2554-4500

FBI

30 MAR 1 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mohr
Miss Gandy

#323013

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FEDERAL BUREAU OF INVESTIGATION
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Total Deleted Page(s) ~ 2
Page 68 ~ Duplicate
Page 69 ~ Duplicate

FBI File Number 66-HQ-2554, Section 32

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 28, 1946

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Harbo and Tracy on February 27, 1946, considered a matter brought to the Bureau's attention by Mr. Charles B. Sullivan of the Washington Regional Office of the Veterans Administration.

Mr. Sullivan inquired about fingerprint schools and the length of time it takes to train employees. He was advised it takes approximately six months and he stated the thought occurred to him the Veterans Administration could probably pay its veterans who are employed on a full-time basis in the Identification Division the full benefits of the G. I. Bill of Rights because they are trainees at that time. He felt they could be paid up to six months in addition to their regular compensation, particularly for the position of student fingerprint classifiers by the Bureau.

The Conference was advised that the G. I. Bill of Rights provides certain payments to the veterans in connection with education and various trade schools and that payment can be made to apprenticed employees such as are occupied as machinists at the Navy Yard and printers at the Government Printing Office. The apprenticeship in such trades usually lasts up to four years.

The Conference points out if such payments are made to student fingerprint classifiers then there would appear to be no logical reason why payments could not and should not be made to veterans in any or all positions, inasmuch as some training, either in a classroom or on the job, is necessary for every position. It appears to be an exploitation of public funds whether or not the Veterans Administration decides it is legal under the G. I. Bill of Rights.

The Conference unanimously recommends that Mr. Tracy communicate with Mr. Sullivan of the Veterans Administration and inform him the Bureau of course has no knowledge as to the applicable provisions of the G. I. Bill of Rights with reference to various veterans occupations. Further, that it will be appreciated if Mr. Sullivan will keep the Bureau advised of whatever steps are taken by the Veterans Administration with reference to positions which the Veterans Administration may decide do come under the G. I. Bill of Rights.

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

RECORDED & INDEXED

66-2554-84502
F B

E. A. Tamm

30 MAR 1 1946

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MAR 1 1946

[redacted]

[redacted] January 25, 1940

[redacted]

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

[redacted] 67
[redacted] SIS F. G. [redacted]
[redacted]

[redacted] F. G. Olney
F. G. Coffey
F. G. Gordon
F. G. [redacted]

[redacted] This confidential subject Informant Informant Could not be [redacted] to which Gale reports in duplicate. (The present rule is that the informant should be [redacted] to which Gale reports in duplicate in order that a duplicate copy of the report may be filed in the specific case file, the original being placed in a separate section of the administrative file relating to the particular informant. The purpose of placing the copy in the administrative file is to permit a quick review of the information which has been furnished in writing by an individual informant, so that his value as an informant can be readily evaluated.)

[redacted]

1. [redacted] also on the advantage that the present policy is potentially dangerous because it also entrusts information to the extent [illegible] for Gale on personal use.
2. The Bureau points out that duplicate copies are never [illegible] personally, informant reports, particularly in Communist matters, [illegible] [illegible] the files.
3. The Bureau points out that any informant should be furnished with [illegible] reports in duplicate.
4. The Bureau further points out that, as a usual rule, it is difficult to [illegible] an informant to which he reports in writing under any circumstances.

[redacted]

1. In the interests of uniformity, the present Bureau rule should be maintained.
2. All of the Bureau's representatives are entitled to use the file which does not [illegible] the receipt of information, and it is hereby suggested that they be [illegible] to which Gale reports in duplicate. It is not necessary that it be just a suggestion.
3. The present rule is followed by each field office effectively and will permit the accomplishment of reports to informants and the Bureau and the [illegible] reports being made to them.
4. If the present, in my judgment, the necessity of trying to [illegible] present a central copy of a report submitted, thus [illegible] [illegible]

[redacted] Confidential information.

RECORDED & INDEXED

66-2551-4503

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Miss Gandy

[illegible] R 6 1945

THE DIRECTOR

February 20, 1946

EXECUTIVE CONFERENCE

QUARTERLY CONFERENCE OF BUREAU OFFICIALS AND SUPERVISORS
MARCH 14, 1946

The Executive Conference, there present being Messrs. Tolson, Glavin, Coffey, Hendon, Harbo, Nichols, Ladd, Rosen, Tracy, Carson and Egan, unanimously approved the following program for the Quarterly Conference of Bureau Officials and Supervisors, to be held on Thursday evening, March 14, 1946, at 7:30 P.M. in Assembly Room #2, Department of Justice Building:

7:30 - 8:00 PM	Police Cooperation in Criminal Cases	Mr. C. J. Devlin
8:00 - 8:45	Developing Confidential Informants; Using Confidential Informants; and Informant Coverage in Criminal Cases	Mr. C. H. De Foe
8:45 - 9:00	Recess	
9:00 - 9:15	FBI National Academy - Program and Plans for Retraining and Refresher Activities	Mr. S. G. Rogers
9:15 - 9:35	Sound Recording Equipment	Mr. J. H. Hatch
9:35 - 9:45	Announcements	
9:45 - 10:30	General Quiz	Mr. J. A. Coulter
10:30	Adjournment	

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY [illegible]

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

FX-11

INDEXED
RECORDED

66-2554-4501
IF IB II

30 MAR 1 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference with Messrs. Tolson, Clavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Rosen and Nichols being present, unanimously recommends that no change be made in the present rule. The Conference felt that there was no merit to the suggestion of Mr. Banister and that confidential national defense informants should be encouraged to submit their reports in duplicate where practical and feasible. The present rule does not absolutely require the duplicate reports and it is helpful where it is possible to have the two copies submitted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

THE DIRECTOR

February 25, 1946

THE JOINT COMMITTEE

SUGGESTION #9C
EMPLOYEE: MR. F. T. MCINTYRE
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt.

EMPLOYEE SUGGESTS: That any action by Agents, including Resident Agents, in cutting out, stapling, mounting or labeling newspaper clippings be eliminated as this work should be done by clerks.

ADVANTAGES: This is purely clerical work and the Agents' time should be conserved for investigative activities wherever possible.

DISADVANTAGES: None

RECOMMENDATION: Unanimously approved.

EXECUTIVES' CONFERENCE ACTION: *With Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Rosen and Nichols in attendance, the Conference unanimously recommends that instructions not be given to the field on this matter since it is rather petty in nature. Instead it is recommended that Mr. Nichols before the next several In-Service Schools point out that this practice is being indulged in in some offices and that it should be stopped. It was felt by the Conference that this would correct the situation without the necessity of written instructions to the field.*

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

RCH/wl

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2551-4504

RECORDED

INDEXED

MAR 6 1945

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DATE 8/31/92 BY

JBB:oa

Mr. Nichols 1/28/46

M. A. Jones

INTERESTING CASE MEMORANDA --
SUGGESTED BULLETIN

We have made a detailed study of the Interesting Case problem over the last year and a half with the thought that it would be extremely advantageous to the supervisor handling the assignment in this section to set out a rather complete set of instructions on how to handle these matters.

Attached is a suggested bulletin. It is rather long but I believe it should go out in its present form and length to serve as a guide to every Agent who is assigned to prepare an Interesting Case memorandum. In requesting these memoranda, we will reference this bulletin. If instructions in it are followed, it is entirely possible that 50 per cent of the work necessary on these write-ups in this section will be eliminated.

RECOMMENDATION: It is recommended that the attached bulletin be approved for transmittal to all Agents.

Attachment
ADDENDUM; LBN:HBM; 2-1-46

Unanimously approved by the Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols.

1 ENCL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 MAR 12 1946

RECORDED & INDEXED

66-2554-4505

FEDERAL BUREAU OF INVESTIGATION
MAR 1 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILE IN 1-4-30

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

cc: Mr. [illegible]an
Mr. [illegible]abo
Mr. [illegible]aver
Mr. Martin

CDL:kah:cd

THE DIRECTOR

February 25, 1946

A. ROSEN

IMPORTANT FUGITIVES IN EACH FIELD DIVISION

Executive Conference

Bureau Bulletin #33 dated June 7, 1944, series 1944, instructed the field to submit to the Bureau the names of at least three fugitives regarded as the most important in each division. Each division was required to submit a write-up relative to the personal history, background, process, and interesting facts concerning each fugitive so submitted. The field was further instructed that the list should be supplemented from time to time as fugitives contained thereon were apprehended.

It is not believed that this requirement justifies the amount of time required by the field in preparing the write-ups and it does not justify the amount of time required by the fugitive supervisors to keep the list up to date. The designation of three fugitives by each division is no criterion that such a composite list will be the most important fugitives being sought by the Bureau at any one time. One division might be conducting investigations relative to fifteen fugitives all of whom would be considered more important than the three most important designated by other divisions.

As important fugitive cases are followed closely by the Bureau, it is not believed that any added benefit is obtained from this requirement. It is recommended, therefore, that the field be authorized to discontinue this practice. A proposed letter to all Special Agents in Charge is attached.

Attachment

ADDENDUM: Approved by the Executive Conference, February 25, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen in attendance.

OK

RECORDED

EX-8

66-2554-4506

FEDERAL BUREAU OF INVESTIGATION
MAR 11 1946
U.S. DEPARTMENT OF JUSTICE

#323013
ALL INFORMATION CONTAINED
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DATE 8/31/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

MAR 12 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

SUGGESTION 22-E
EMPLOYEE: SAC S. K. McKEE
NEWARK FIELD OFFICE

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the present requirement for Technical Quarterly Conferences of Special Agents be changed to require that they be held twice each year. However, he believed that practice with the technical equipment should be had at least four times per year or even more frequently.

ADVANTAGES:

1. A saving of Agents' time since they must be called to the field office four times per year for this conference.

2. The visits of the Agents to the field office on these occasions do not necessarily or always eliminate the need for their returning subsequently within a very short time due to the fact that with an accumulation of Road Work Agents in the field office, all of them do not have an opportunity to dictate.

3. The discussions of the equipment and the uses which may be made of the individual items of technical equipment are of limited value as compared with actual practice when it is the desire of the Agents to have a thoroughly familiar knowledge of the operation of the equipment and frequent contact with and practical use thereof.

4. Would save investigative time and travel costs and per diem of Resident Agents.

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5. With respect to actual training to be afforded Agents in technical equipment four times a year this training can usually be afforded them at times when they would have occasion to be in the office for other purposes and hence no appreciable expense would be involved.

DISADVANTAGES:

1. Occasionally there will be some newly discovered use of an item of technical equipment which should be brought to the attention of the Agents of the office more frequently than semi-annually; however, this can be done by other means.

2. The instructors of those Agents who are using the technical equipment can put a large number of Agents to work in and about the office at one time on the various

Mr. Tolson
Mr. E. A. Tamm
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Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 MAR 6 1946

items of equipment thus conserving the instructor's time since he would be required to spend a great many more hours annually when he is supervising the use of the equipment of individual Agents rather than in groups.

RECOMMENDATION: Unanimously approved as follows:

(a) That actual technical conferences of the Agents of the office be held semi-annually instead of quarterly.

(b) That four times each year each Agent will be required to demonstrate his familiarity with and the ability to make use of each item of technical equipment in the office under the supervision and guidance of the technical sound man in the office where one is available or otherwise under the supervision of the SAC or a qualified supervisory official.

(c) It is understood from the above that at the two regular semi-annual conferences there will be practice with the equipment and in addition two other instances when each Agent will be given training in the practical handling of the equipment.

HHC:PJ

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/22/46, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously approved the above recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:HD

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION
EMPLOYEE: E. SCHEIDT
SAC, CHARLOTTE FIELD OFFICE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That Quarterly Conferences of Special Agents be reduced to semi-annual conferences.

ADVANTAGES:

1. Tremendous saving in money would result by thus reducing the number of conferences per year. This saving would be reflected in the per diem and travel costs of Resident Agents coming in to attend the conference. It would also be reflected in the saving of working time on their part.

2. It is pointed out that Agents come into the field office for firearms practice for only seven months a year and there is a period of five months when they are not required to come into the field office for firearms practice, thus a special trip must be made to the office for the purpose of attending the Agents' Quarterly Conference.

3. The purpose of the conferences would be achieved by holding them twice per year.

4. If the conferences were held twice a year they would be more enthusiastically arranged and participated in.

5. There are many personal consultations between the supervisory staff and the Agents between the dates of the conferences during which any special instructions can be passed on.

6. The Committee has recommended that Agents' Quarterly Technical Conferences be limited to two per year and it is believed it would be logical for the Agents' Quarterly Conferences to be held the same number of times inasmuch as this has been done in the past.

DISADVANTAGES:

1. There is no saving in travel time whatsoever because it is a customary practice when Agents come in for monthly firearms training for the field offices to hold the conferences at such time. The only saving would be

EX-11

RECORDED & INDEXED

66-2554-4508

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
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Mr. Tracy
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Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

two half days per year of time when the conferences are held. This is the general situation.

2. Frequent instructions go out to field offices to discuss situations at the next conference of Special Agents and the fact that it is impractical, frequently impossible, to make clear the gist and purpose of the Bureau's instructions other than by explanation makes these conferences highly important.

3. There are many items of confidential information which the Bureau desires to relate to Agents which it does not desire to put in writing and this affords the proper approach to this problem.

4. The experiences of Agents in developing new investigative techniques and methods can be exchanged and they are valuable instructive instruments for the Agents of a field office.

5. Agents with considerable experience on such matters as Fraud, Anti-Trust, Communist matters and similar specialized types of activity can transmit these experiences orally by lectures and instructional methods so as to rapidly instruct and equip the entire office force more readily to handle the new work.

6. It affords an automatic method for an assembly of the Agents so that mutual problems can be presented and discussed and settled, thus affording an opportunity to eliminate gossip and other undesirable practices because correct information is given to clear up misunderstandings and misinterpretations at such conferences.

RECOMMENDATION: Unanimously agreed that they be required semi-annually instead of quarterly in the future.

HHC:PJ

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/23/46, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Hoover and Clegg being present, unanimously approved this suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon,
Mr. Clegg

TO: DIRECTOR

February 25, 1946

TO: [illegible]

[illegible] (1) and (2)
[illegible] [illegible], [illegible]
[illegible] [illegible], [illegible]

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DATE 8/31/92 BY [illegible]

[illegible] [illegible]: [illegible] [illegible]
[illegible] [illegible]

[illegible]: that the law enforcement conference be abolished.

Reasons:

1. In large cities it has served their purpose.
2. The enforcement officers have come to find: that the [illegible] is impossible to hold them.
3. Regional police schools are better, permitting more comprehensive instruction and closer contact.
4. The conference in their discussion regarding large conventions requires embarrassing time and travel on the part of the city and particularly [illegible] which is rather expected. In this regard, the conference took on Salt Lake City when approximately 12 months ago held their annually. The conference requires consideration of the total time of the [illegible].
5. The conference duplicates the numerous police schools being held.
6. Police officers, the very subject the conference, are called to put their [illegible] to prepare reports and look upon the conference as a vacation [illegible].
7. A trip to Washington is possible.
8. It could result in a great saving of money and energy that could be profitably spent in training the budget to keep up the efficiency and in raising salaries commensurate, which then might have publicity to result in [illegible] activity.
9. Regarding the [illegible] that have to be disposed of now that in the future, now is the time to do it while they are of a successful level.

Disadvantages:

1. A discontinuance would open the field to many other agencies of the world interested in such leadership, such as the State Department of Justice in California and the Treasury Law Enforcement Agencies which have in the past indicated a desire to hold similar conferences.
2. They provide the Bureau Agent in Charge to establish and hold contacts with all chief officers in his territory, under the most advantageous conditions of friendship.
3. The best personal relationships in the history of the Bureau between the officers and the SAC as well as other Bureau representatives especially which, which is attributable in a large measure to these conferences. They have a great public relations value due to the presence of local and statewide publicity accompanying the various [illegible]. They place the Bureau in a position of unbiased leadership [illegible] of law enforcement.

b6-2554-4509

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Kease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

EX-11

RECORDED & INDEXED

[illegible]

6. They are the result then of the special [illegible] in charge in making and calculating the results, eliminating the numerous [illegible] that could otherwise be necessary. They are particularly [illegible] in permitting new cars to be established.
7. They [illegible] to police training, resulting in greater efficiency of regular police and the National Guard.
8. They have a purpose different than that set by last [illegible] police chiefs. The law enforcement officers being now [illegible] in charge when the law enforcement officers, rather than police chiefs generally just being below these chiefs the police inspectors of the Bureau.
9. They afford a complete form to call individual [illegible] projects.
10. They realistically result in having more cars under the Bureau's jurisdiction reported.
11. They afford an opportunity then then to the for the forces to bring special [illegible] before the police officers.
12. They also offer the Bureau to permit to the law enforcement officers an legislation that is passed and placed under the Bureau's jurisdiction, and which the provisions of the new law.
13. They provide a good basis for better expenditures on the part of city city [illegible], city [illegible], [illegible], and high [illegible] officials.
14. This is a new method and law enforcement is generally in a new status in dealing cases, and constitutes in a continuing activity, either in peace or war.
15. The continuing costs of enforcement for 1944 was absorbed by 59.0% of the police expenses, while the final costs for 1945 was absorbed by 63.5% of law enforcement expenses, and the final costs for 1946 was absorbed by 64.7% of the police expenses.
16. If the costs of enforcement benefit together 30,000 law enforcement officers, it would be an important project, but the actual use ranged from 40,000 to 57,000 with regards of each [illegible] population according to present levels, still calculating this as a major source of expenditure and police [illegible]. The total difference of the final costs for 1946 was [illegible].
17. The enforcement officer an excellent opportunity to train [illegible] and other [illegible] personnel participating in the program in connection with police relations and enforcement before large crowds, giving the [illegible] personnel and officers in the calling of [illegible] and in their dealings with the public.
18. They [illegible] this particularly to [illegible] conditions in their territories in the planning of programs called for the officers' [illegible], which is a very healthy and [illegible] [illegible].
19. They [illegible] the needs and efficiency of law enforcement generally.

Conclusion: Dr. Edwin recommends that the enforcement be discontinued. He predicates his recommendation largely on the basis of the expense and capital [illegible] involved in the operation and training of the enforcement and associates that continuing of definite value would be done if the enforcement were discontinued.

Messrs. Clegg, Conroy and Hendon are against discontinuance. They recommend, and Mr. Scheidt concurs if the conferences are to continue:

(a) That they be held semi-annually as at present.
(b) That it be permissible for the Special Agents in Charge to cut down the number of individual conferences held semi-annually by not more than 50%, the distribution and number thereof to be sufficient to maintain interest and leadership, and this recommendation is made particularly in view of the fact that restrictions on tires, gas, and automobiles will allow greater travel than heretofore.
(c) That emphasis be placed on attendance by chiefs of police, sheriffs, and heads of law enforcement agencies, although the attendance of subordinate officers should not be prohibited.

It is pointed out that, by reducing the number of conferences conducted semi-annually, the cost and effort expended of holding them will approach a 50% reduction.

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 27, 1946, the Executives' Conference considered the above matter and Messrs. Tolson, Tracy, Harbo, Hendon, Rosen and Clegg approved the suggestion of the Joint Committee that conferences be held semi-annually as at present; that field offices be permitted to cut down the total number of individual conferences by not more than 50%; and that emphasis be placed on attendance of chiefs of police, sheriffs and heads of law enforcement agencies instead of subordinates, who, however, will be permitted to attend when they can. They favored semi-annual conferences so that there would be established continuity and adequate frequency and leadership would be maintained.

Messrs. Ladd, Nichols, Tamford and Glavin recommended that such conferences in the future be held once each year in order to still further reduce expenses.

Respectfully,
For the Conference

HHC:ER

Clyde Tolson

E. A. Tamm

O.K. Clearing in one year & see if not should change from semi-annual to annual

HHC. 4/1

THE DIRECTOR

March 1, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of February 27, 1946, consisting of Messrs. Tolson, Hendon, Clegg, Harbo, Rosen, Ladd, Tracy, and Glavin considered a suggestion received from the SAC at Dallas concerning the maintenance of automobile inventory.

SAC Tyly states he feels that it is not necessary to continue making detailed separate automobile inventories as the Bureau is presently doing.

For the Director's information I am attaching hereto a sample of the Bureau's automobile inventory form which is presently being utilized. This form has been approved for inventory submissions so that the Bureau will know what equipment is in a particular car. Mr. Tyly points out, however, that the Agent in Charge is responsible for all of the automotive equipment charged to the office, and he does not feel that any particular benefit accrues to the Bureau by having these forms submitted.

The Conference is in agreement with SAC Tyly and recommends the discontinuance of the form in question.

Should the Director approve, appropriate explanation will go out to the field instructing them in the manner in which automotive equipment should be reported in the future.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#323013
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DATE 8/31/92 BY

cc Mr. Hendon
Mr. Clegg

Attachment

VRG.rj

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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66-23554-4510
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MAR 6 1946

THE DIRECTOR

FEBRUARY 21, 1946

THE JOINT COMMITTEE

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 ai/bca

SUGGESTION #9A
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG

MEMBERS PRESENT: H. H. Clegg, R. G. Hendon, E. E. Conroy, E. Scheidt

F.B.I. National Academy

EMPLOYEE SUGGESTS: That in National Academy applicant cases, upon completion of the investigation only derogatory information should be furnished to the Bureau by teletype or letter as required. In the absence of derogatory information, the report will read "Investigation completed. No derogatory information."

ADVANTAGES:

1. The personal history of the applicant is available to the Bureau from the applicant's application.
2. The Bureau has no need or interest except in derogatory information.
3. Clerical and stenographic work in the field would be saved and supervisory and stenographic work at the Seat of Government.
4. Saving in money through reduction of teletype costs.

DISADVANTAGES:

1. It may cause the investigations to become casual unless closely observed by the Special Agent in Charge.
2. It permits no supervision by the Bureau to prevent the failure of the field to check on matters of interest such as physical condition and age.

RECOMMENDATION: Unanimously approved.

HHC:PJ:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on February 25, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, considered the above suggestion. Mr. Tolson and Mr. Ladd were of the opinion that this suggestion should not be approved since it did not give the Seat of Government any control in order to see that all appropriate inquiries had been made and that all necessary references had been interviewed and they felt that such a control and supervision should be possible.

Messrs. Glavin, Tracy, Harbo, Hendon, Rosen and Clegg agreed to the recommendation for the reasons listed under "Advantages" above; the names of references are not required to be set forth in the wire and it will transfer a routine responsibility to the field where the primary responsibility exists for making appropriately thorough investigations of these matters.

EX-11

Respectfully,
for the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

After elegance by Seat of Gov't of Investigation of Med. Dept. a year ago. Supervision lev. is approve majority

MAR 8 1946
33 Wm. H.

2

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

ANNUAL RETRAINING SCHOOL
FBI NATIONAL ACADEMY

January 22, 1946

#3230.13
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DATE 8/31/92 BY SGC/Lce

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen and Tracy present, considered the matter of the annual retraining school of the FBI National Academy to be held from September 30 to October 4, 1946, inclusive. The following general program and plan was considered favorably for submission to the Director for approval and as a guide for future plans and preparations:

1. It was estimated that of the approximately 1500 graduates, including the October graduating class, that 750 might be expected to be in attendance. Wives and family members would probably represent 350 more in attendance. Police chiefs, city and state officials who might attend the entertainment functions would probably amount to 200, and with 200 Bureau personnel (clerks and agents), the total attendance at various entertainment functions might be estimated at a total of 1500.

2. With the banquet a Dutch treat affair as usual, a rough estimate as to the cost and expenses for entertainment and the like was $7,500. This probably would be a minimum. The voluntary contributions by Field and Seat of Government Special Agents, it was felt, might approximate $10,000, based upon previous contributions.

3. The classroom programs will run from 9:00 to 12:00 and from 1:30 to 4:30 daily on Monday, Tuesday and Wednesday, September 30, October 1 and October 2. Thursday, October 3, would be left open for the business session, including the election of officers, amendments to the constitution, the organization of state groups, and the general problems that have accumulated since the previous retraining school was held. This business session, it is believed, would last from 9:00 to 12:00 and from 2:00 to 3:30. From 3:30 to 5:00 there would be a rehearsal in the auditorium for the graduating exercises. On Friday, October 4, the graduation exercises would be held.

4. Detailed program: Monday, September 30, in the Departmental Auditorium, Formal Opening Exercises: Those present would be graduates of the Academy, the graduating class, family members of the associates and the graduates, and any of the visiting police and municipal officials. The Director would preside and deliver an address and extend a welcome at these opening exercises. At the conclusion of the opening exercises all would withdraw except the former graduates and members of the graduating class, and classroom sessions would continue until 12:00 and from 1:30 to 4:30.

RECORDED
&
INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC/ele/hm

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66-2554-45 2

FEDERAL BUREAU OF INVESTIGATION
MAR 5 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

Monday evening 8:30 to 10:30 a Reception at the Mayflower Hotel with refreshments and entertainment. Those to be present would be associates, graduates, and family members and guests, and FBI employees selected. Entertainment would be provided in the way of carefully selected and well qualified musicians and troubadours, but with the principal objective to be getting acquainted and renewing acquaintances.

Tuesday, October 1, the classroom sessions from 9:00 to 12:00 and 1:30 to 4:30, with Tuesday night open for theater parties, or other activities which might suit the graduates and their guests.

Wednesday, October 2, classroom sessions 9:00 to 12:00 and 1:30 to 4:30.

Wednesday night at 7:30 a Dutch Treat Banquet. All the graduates and family members and their invited guests would be required to have tickets as well as all Bureau personnel who attend. The only free guests would be those especially invited by the Bureau which might include selected officials of the Department, and others in Washington or elsewhere to be selected and approved, including visiting faculty members who might care to attend. The entertainment at the banquet would be of a carefully selected type. Mr. Nichols has advised that certain movie and radio men have volunteered to him to send outstanding stars for entertainment at some such functions. All the acts also obtained would be first class acts to be paid for and to be imported if necessary from New York, Philadelphia or elsewhere as specifically approved by the Bureau in detail.

Thursday, October 3, business session of the FBI National Academy Associates with the members of the graduating class participating as members, from 9:00 to 12:00 and from 2:00 to 3:30. At 3:30 the rehearsal for graduates.

The entertainment on this date would include a Men's Luncheon and a separate Women's Luncheon at which a fashion show would be provided by local department stores to be the entertainment provided.

Friday, October 4, 10:00 A.M. graduation exercises, Departmental Auditorium, which will conclude the formal refresher course and tour of the Bureau Friday afternoon for those that desire it.

5. Special entertainment for family members and visiting officials would include sightseeing tours in Washington, a visit to Quantico, Mount Vernon and Annapolis, and theater tickets to local theaters. In the event there are baseball games in Washington, those who desire to go could attend.

6. Registration: Through the medium of the monthly News Letter to FBI NA Associates, advance registration and notice of intention to attend could be called for and obtained. On Saturday afternoon and for a good part of the day Sunday in the Justice Department Building one of the classrooms would be used for registration purposes and notices in the News Letter would urge those who are to attend to register on Saturday or Sunday so that the program could begin promptly

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
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Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

at 9:00 A.M. the following day. Badges containing the names and departments represented to be furnished to each graduate who registered and a different colored badge to be worn by families and invited guests, and FBI employees attending the activities would have still another color badge. In addition to the name plate on the badge, it was agreed that a ribbon bearing suitable imprint would also be a part of the badge so that it would be similar to those used at regular conventions.

7. In order to expedite and facilitate the handling of the arrangements during the retraining school week, it was recommended:

A. That no In-Service School be in Washington for the two-week period beginning September 23.

B. That during this Retraining School there be only the one week of Retraining and that the usual procedure of having graduates return for two weeks specialized training be dispensed with during the Session ending November 4.

C. That in the event a New Agents' Class is to be in session the members of this class be considered available during the week in question, to be used as ushers and for other purposes in connection with the graduation.

D. That a group of SACs be selected about sixty days in advance of the Retraining School and invited to come to Washington when they are SACs in a territory where there are a large number of graduates. Among those SACs would be Mr. McCabe, formerly Supervisor of the National Academy and who is well acquainted with most of the Graduates.

E. That all former class counselors who are in the Bureau at the time, be instructed to return and that all Graduates of the Academy who are now serving as Special Agents be authorized to attend as Associates.

8. It is recommended that Mr. Glavin, the Chairman of the Finance Committee be authorized to send a communication to the Field calling for any voluntary contributions, this to be done at an early date.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

TO: MR. LADD

DATE: February 14, 1946

FROM: C. H. CARSON

SUBJECT: ALLOWANCES FOR APPRECIATION OF FOREIGN CURRENCIES
(EXCHANGE RELIEF)

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY

BACKGROUND:

It will be recalled that we have previously paid special allowances to Bureau employees in Venezuela and the Netherlands West Indies due to the inflated value of the local currencies in relation to the United States dollars.

DETAILS:

President Truman on January 26, 1946, issued Executive Order #9687 revoking previous regulations providing for the payment of exchange relief, the revocation to become effective as of the close of the pay period terminating or current on January 31, 1946.

This will make it necessary for the Bureau to stop the payment of exchange relief as of Febuary 9, 1946, our pay period covering January 31, 1946, extending from January 27 to Feburay 9, 1946.

ACTION:

RECORDED
EX - 17

66-2654-4513

FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U.S. DEPARTMENT OF JUSTICE

There is attached a suggested radiogram to Caracas advising that office that the payment of exchange relief is being stopped. Our office in Curacao, Netherlands West Indies, has previously been closed. There is also attached a suggested memorandum for all FBI Legal Attaches informing them that the Bureau will no longer pay exchange relief for the information of any employees traveling through Venezuela in the future.

58 MAR 12 1946

Attachment 2-19-46 - approved by Executives Conference consisting of Messrs. Tolson, Clayton, Harbo, Hendon, Nichols, Rosen, Clegg, Mumford, and Ladd - JKM

GWH:tlc

ORIGINAL COPY FILED IN

MR. L. R. PENNINGTON

February 8, 1946

Mr. J. T. Logue

DANIEL M. EISENBERG, dba
SKIP TRACERS COMPANY
INFORMATION CONCERNING
MISSING PERSONS MATTER

I thought you would be interested to learn that the Bureau and our various field offices have now been placed on the mailing list of "Reward Magazine", a publication of the subject company. This outfit is a small New York alleged corporation which our New York Office has found to be a fraud and which preys upon the unfortunate grief-stricken families of missing persons.

It is noted in the January-February issue of the magazine, which was furnished the Bureau, that on page 23 a reward of $1,000 is published for information concerning the disappearance of Thora Chamberlain, a case recently handled and solved by the Bureau in San Francisco. It is likely that the family of the victim in this case has been charged exorbitant prices by the subject company for no services rendered.

BACKGROUND

Subject Eisenberg for some years operated the business of the Skip Tracers Company, which occupies three rooms in a Jackson Heights, Long Island, building. Until 1943 the business was poor and largely confined to tracing debtors who skipped their bills. However, during the year 1943, subject wrote an article, "On the Trail of Missing Men," which was published in "Coronet" and other magazines. "Reader's Digest" magazine published a digest of this article in its October, 1943, issue. Over night the business of Skip Tracers Company boomed.

A former employee of the company advised "Reader's Digest" magazine in a letter that after reading the article in "Reader's Digest", he was attracted to the company, sought employment, and was immediately hired. He worked six weeks and quit. He advised that the business consists of three people who sit in an office and answer what they call their "fan mail." They charge exorbitant fees of families of missing persons who write in. He says they accomplish little or nothing. They never leave their office and handle all or any inquiries they make by mail. In one instance, he stated they obtained $1,000 from the family of a missing person and all that was spent was 30¢, on postage. The results accomplished - nil. This individual advised that very occasionally mail inquiries bring information as to the whereabouts of the missing persons. The clients are charged enormous prices and the company capitalizes on the few successful locations it does accomplish.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JTL:edm

MAR 28 1946

#323013

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DATE 8/31/92 BY

RECORDED

66-2554-451

FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U. S. DEPARTMENT OF JUSTICE

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Memorandum for Mr. L. R. Pennington

The magazine itself alleges that it has a circulation of 20,000, and acco ding to a foreword contained therein, it is sent to personnel managers, large war plants, credit bureaus, police, and sheriffs.

RECENT DEVELOPMENTS

As it has been over two years since the company received a stroke of luck in "Reader's Digest" publishing this article, they now state, in order to gain publicity and prestige, in the foreword in their recent magazines that they are placing all U. S. Marshals, State Troopers, the FBI, and its various field offices on its mailing list since they maintain files and records on missing persons. While the company does not allege any affiliation with the Bureau, the mere statement contained in the foreword of the recent magazines infers a cooperative working relationship with the Bureau.

RECOMMENDATION:

This outfit is strictly a fraud and some day it may be blown up and publicized as the fraud it is. I do not believe the Bureau should tacitly permit this company to infer it has any affiliation with us whatsoever and recommend that consideration be given to directing a letter to the company advising them that we are without authority to conduct investigation to locate missing persons, that we are in no way affiliated with any private detective agency, that any information contained in our files is furnished only to duly constituted law enforcement officers, or to relatives by blood or marriage of missing persons, and demand that we be taken off the mailing list of this company. In the alternative, it is recommended that the New York Office personally advise the officials, Eisenberg and other officials of this company, that the Bureau requests that it be taken off the mailing list of "Reward Magazine."

ADDENDUM:

The Executives Conference, with Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Nichols, McCabe, and Mumford present, considered this matter and those present were unanimously of the opinion that rather than sending a letter directly from the Bureau, we should have the New York office go to this outfit and verbally instruct it to discontinue any mention of the FBI in its forward and inclusion of the FBI on its mailing list. It was also agreed that it would be advisable to send a memorandum to McGranery informing him of the facts and the action being taken by the Bureau. Appropriate communications are attached.

Attachments

66-2554-4514

58 APR 11 1946

COPY: mmk

MAJ: JW

February 4, 1946

MEMORANDUM FOR : MR. NICHOLS

With regard to the attached memorandum pertaining to speaking engagements for the calendar year 1945, I have prepared a suggested form letter to all Special Agents in Charge. This is likewise attached for your consideration.

Respectfully,

M. A. Jones

Attachment

ADDENDUM: JJH:HBM: 2-7-46

Approved by the Executives Conference consisting of Messrs. Tolson, Clavin, Tracy, Harbo, Ladd, Rosen, Mumford, McGuire, and Clegg.

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DATE 8/31/92 BY [illegible]

RECORDED

EX-147

61-7544-4515

FEDERAL BUREAU OF INVESTIGATION
MAR 5 1946
U.S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

58 MAR 18 1946

ORIGINAL FILED IN

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: February 21, 1946

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT:

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the application of the Prosecuting Attorney's Office of Essex County, New Jersey to attend the next session of the FBI National Academy. SAC McKee has advised by telephone that the applicant, Louis Sklary, is an investigator with the Prosecuting Attorney's Office in question. He formerly worked with the Treasury Department, Intelligence Unit, and when he went to Ellis Island to interview a subject without the consent of the Immigration or Customs Service he was given a disciplinary transfer.

The applicant is a civil service employee and the three National Academy graudates in Newark are of the opinion that Sklary is not proper material for the academy although one admits a biased view because of the fact that they will be competitors for a promotion at an early date and the other two are probably biased because the applicant is Jewish. They indicate that the applicant has too much real estate to indicate that he is honest. His real estate is said to be in Newark, Florida and on the Jersey Shore. He also is said to have grown up with a racketeer by the name of Willman who is also Jewish and McKee points out that this is an accident of birth in the first place since they were each born of Jewish parents in the same district and they were friends but there is no overt act of conspiracy between the applicant and the racketeer which has been disclosed or charged. Sklary is a member of the Jewish sect known as the Cohens and members of this sect will not look at the body of a corpse and he uses this excuse to avoid certain types of assignments.

McKee recognized that there was nothing specific against the applicant but the general picture was not a favorable one. The Executives' Conference felt that this individual was undoubtedly an undesirable type not because of his race but because of his associations with the racketeer and because of his reputation which McKee said was not favorable. In the absence of any allegations of specific overt acts the Conference felt that consideration of this applicant should be deferred at least for the time being and that McKee should indicate that his name has not yet been reached for final consideration. SAC McKee has advised that he will be able to handle this in a tactful manner and believes this to be a desirable procedure.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

RECORDED

EX-74

66-2554-4516
FEDERAL BUREAU OF INVESTIGATION
MAR 5 1946
U.S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

59 MAR 14 1946

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#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

TO: THE DIRECTOR

DATE:

FROM: Executives' Conference

March 4, 1946

SUBJECT:

At a meeting of the Executives' Conference on February 28, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Rosen, Lumford, Clegg and Ladd, the question of appropriate badges for the National Academy Associates' Reunion was presented.

It was pointed out to the conference that 2500 badges with the blue ribbon attached, which would bear the emblem in color of the seal of the National Academy and the lettering "FBI National Academy Associates" thereon, could be obtained at a price of $387.00. A second badge, which consists of a seal which would be the seal of the National Academy with a celluloid tab at the bottom thereof on which would be written in large letters the name and town from which the individual wearer came, could be obtained at a price of $450.00 for 2500, the celluloid discs to cost one cent apiece. The celluloid discs could be obtained in white for Associates, blue for wives and guests, red for members of the current graduating class and yellow for Bureau officials and supervisors.

The Conference unanimously approved the purchase of the seal type badge in preference to the badge bearing the ribbon. A sample of each is attached hereto, for your approval.

In the event you approve the recommendation of the Conference, arrangements will be started for the purpose of ordering these badges and having them made up and available.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

CC - Mr. Clegg
Mr. Hendon

DML:DS

166-2554-4517
F B I
39 MAR 7

RECORDED & INDEXED

EX-11

70 MAR 7

THE DIRECTOR 3/1/46

THE EXECUTIVES' CONFERENCE

FIRST DEPUTY CHIEF OF POLICE
PETER A. ANDERSON
HARTFORD, CONNECTICUT, POLICE DEPARTMENT
FBI NATIONAL ACADEMY

First Deputy Chief of Police Peter A. Anderson of the Hartford, Connecticut, Police Department is 52 years of age. The age limit for those who attend the Academy is that they not be over 50 years of age. In view of the key position of Deputy Chief Anderson SAC Gleason recommends that he be given favorable consideration as far as his age is concerned. It was pointed out that the Bureau hadmade a few exceptions passed upon by the Bureau specifically in the past and also it is recognized that when an exception is made for a man who attends a class when his age becomes known the rule becomes less effective.

In view of SAC Gleason's recommendation and in view of the key position held by Deputy Chief Anderson the Executives' Conference on February 25, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, felt that the Bureau should waive the age limitations in this specific instance.

If this is approved there is attached hereto a letter to the New Haven Office ordering the investigation and advising that the age factor is being waived in this specific instance. This was unanimously recommended.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

RECORDED 66-2554-4518
INDEXED
EX-11
39 MAR 7 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HC:PJ

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DATE 8/31/92 BY

MAR 7 1946

The Director

March 1, 1946

The Executives' Conference

Banquet for FBI National Academy

The Executives' Conference, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, and Clegg present, on February 28, considered the matter of a banquet for the present class of the FBI National Academy. It has been determined that a number of the students in the present class will have their wives come to Washington during the final week, and in addition there will be 35 or 40 former graduates returning for specialized training the final two weeks of the school. Due to some retarding activities of the present class counsellors, there has arisen no enthusiasm for a banquet, and instead the following unanimous recommendation is made by the Executives' Conference.

Recommendation: That in lieu of a banquet on Wednesday night, March 27, preceding the graduation on Friday, March 29, there be held a Dutch treat reception for members of the present class, former graduates, their wives and family members, their special guests, including officials of departments and municipalities who are here, and any other special guests that the student or graduate desires to invite be permitted to come providing they purchase tickets which will cost the pro rata amount of the total cost of the reception. Bureau employees will be invited to come on the same Dutch treat basis and in addition to the usual type of refreshments at these receptions there would be a small musical group providing background music.

Respectfully,
For the Conference

Clyde Tolson

O.K.
P

What is meant by "some retarding activities"

RECORDED 166-2551-4519
IN INDEXED

E. A. Tamm

39 MAR 7 1946

cc: Mr. Clegg
Mr. Hendon

EX-11

Mr. Tolson
E. A. Tamm
Clegg
Coffey
Hendon
Tracy

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DATE 3/31/92 BY 98 SCW/bc

156 MAR 11 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 23, 1946

The Executive Conference of February 26, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Nichols, Hendon, Harbo, Tracy, and Glavin approved the recommendation of the Document Section of the Laboratory that Reynolds pens be purchased and utilized for Laboratory experimenting and for the Lab ink and handwriting file.

The Conference feels that only one pen of a particular type should be purchased; that if Reynolds pens are presently being manufactured with definite colors of ink, that ~~the number~~ one of each type should be purchased. However, if only the regular blue ink is used in the pen, then only one should be purchased.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK

cc Mr. Hendon
Mr. Clegg

WRG:rj

RECORDED 16-2554-4520
18
F B I
39 MAR 7 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 MAR 8 1946

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DATE 8/31/92 BY

[illegible]

[illegible]

February 25, 1946

[illegible]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP-6 [illegible]

[illegible]

[illegible]: [illegible]
[illegible]

[illegible]: H. G. Clegg, H. G. Fenton, P. D. Kenney, D. Ladd

Xmail

[illegible]: The existing recommendations from field offices, and no reports, letters, and memoranda, show the file systems of interested field divisions to which the recommendation is being directed, than really available. It was pointed out that under the present regulations only the Bureau file number is required to be set forth, than really available.

[illegible]:

1. Once a recommendation is received in a field office bearing the file number of that field office, it would be necessary to search the indices, then allocating the step after the receipt of the mail and expediting the flow of mail within the field office.
2. The amount of time saved from the above standpoint is believed to be more than the amount of time required for typing in the file number than it is really and really available at the time the report is prepared.

[illegible]:

1. It is adding an additional requirement for an report and also further to complicate the preparing an investigative report or other communication, which already involves the searching of a considerable amount of data.
2. It would be burdensome, to some extent, to a special agent the task of obtaining the file number than really available, because the mail in the receiving office would be all checked and in adding the number for the file number.
3. It would be so burdensome as to show the file number as really available to be sure that the rule would be unfavorable.

[illegible]: Undoubtedly desirable, and on report form the file number would be shown adjacent to the field office for this method of the report and being designated, in the lower left-hand corner of the report form, and on letters and memoranda, immediately following the title.

66-2554-4521
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RECORDED
INDEXED
39 MAR 7 1946

[illegible]: [illegible]

The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Harbo, Rosen, Mumford, Nichols, Ladd and [illegible], considered this matter and Mr. Rosen did not believe that this suggestion

Clegg
Fenton 8 1945

or rule should apply to investigative reports for the reasons set forth in the disadvantages listed above. All other members of the Conference favored the suggestion for the reasons listed under advantages above.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H.

MHC:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

FEBRUARY 28, 1946

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the suggestion, submitted in connection with the approaching school for Special Agents specializing in Juvenile Delinquency, that the class of 25 members be divided into groups of about five each, to make tours of observation of the handling of delinquency matters at the following places:

1. Crime Prevention Bureau, Metropolitan Police Department Washington, D. C.
2. Receiving Home for Children, Washington, D. C.
3. Juvenile Court, Alexandria, Virginia
4. Industrial Home for Colored Boys, Blue Plains, Washington, D. C.
5. National Training School for Boys, Washington, D. C.
6. St. Mary's Home for Boys, Baltimore, Maryland

The idea would be that after the tour of observation at these places to see what had been done, the individual groups would then reassemble the following day in class, and there would be a discussion for the benefit of all members of the class of their findings, together with further discussion as to improvements and suggestions which could have been made with reference to the manner of handling delinquents and in order that all the members of the class would be informed as to practices that are being followed in such departments and institutions as those represented.

The Conference felt this would be desirable and helpful as it would require a minimum amount of time with the class divided into groups and all groups could make studies simultaneously, but the following were recommended in addition:

1. That a visit not be made to the National Training School for Boys in Washington which is under the jurisdiction of the Bureau of Prisons.

2. That a visit not be made to St. Mary's Home for Boys at Baltimore because of the distance and travel involved.

3. That when making the visit to the Crime Prevention Bureau of the Metropolitan Police Department, arrangements be made in advance so as to avoid publicity and to arrange for the handling of this matter similar to the program that is followed when members of the National Academy visit the Washington Police Traffic Division which they are able to do without publicity.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

MAR. 7 1946

66-2524-522

RECORDED & INDEXED

EX-11

39 MAR. 7 1946

Otherwise, the suggestion and the institutions and organizations in question were approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HO:TR

THE DIRECTOR

FEBRUARY 28, 1946

EXECUTIVES' CONFERENCE

VISITING LECTURER -- FBI NA

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the suggestion of Special Agent in Charge Acers that Mr. H. H. Harris, Editor in Chief of the San Antonio Express, be invited to address a future session of the FBI National Academy on the subject "Relationship Between Law Enforcement and the Press."

It was noted that the biographical sketch of Mr. Harris was very favorable. He is said to be possessed of a splendid personality and is a real scholar and is interested in the Bureau as is manifested by his claim that his two papers in San Antonio hold the record of publishing more editorials favorable to the Bureau than any other paper in the country.

The Conference unanimously recommended that Mr. Harris be invited to address the session of the Academy which will begin in April 1946.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER

cc: Mr. Clegg
Mr. Hendon

323013
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DATE 6/21/82 BY

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166-4554-4523
F B I
39 MAR 7 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 8 1946

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2011

THE DIRECTOR

~~CONFIDENTIAL~~

February 23, 1946

EXECUTIVES' CONFERENCE

66-3160

[redacted]

b2
b7E

In line with the growing tendency throughout the country, [redacted] has expressed to SAC [redacted] its reluctance to continue to assist the Bureau in [redacted] now that the war is over and in its opinion the danger of espionage and sabotage is diminished. As a consequence, [redacted] feels that [redacted] must be discontinued. He has talked with one of the [redacted] and the latter has stated that if [redacted] and the necessary [redacted] therefore, requested permission to [redacted] and suggested that the name [redacted] This suggestion was declined by letter dated February 4, 1946. [redacted] has now called back asking for reconsideration.

b2
b7E

The Executives' Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Clegg, Hendon, Rosen, Ladd, and Mumford in attendance, considered the problem and the members are unanimous in the opinion that all other factors being secure, [redacted] It is felt this name complies with [redacted] desires and still is so general it cannot be assumed to [redacted] Also, of course, the use of [redacted]

b2
b7E

If you concur with the above, [redacted] will be appropriately advised.

b2
b7E

Respectfully,
For the Conference

Clyde Tolson

66-2554-4524

39 MAR 7 1946

RECORDED & INDEXED

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Clegg
Mr. Hendon

:EOD

EX-11

Classified by
Declassify on: OADR

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MAR 7 1946

~~CONFIDENTIAL~~

THE DIRECTOR 3/1/46

THE EXECUTIVES' CONFERENCE

WESTCHESTER ~~POLICE~~ Department TRAINING SCHOOL

The Executives' Conference on February 25, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, considered the inquiry of the New York Office concerning a proposed school for the Westchester County Police and law enforcement officials. In connection with a program of training being devised the officials pointed out that a part of Westchester County had been chosen as the location of the headquarters of the United Nations' Organization. Local officials inquired if the Bureau would furnish an instructor to handle the subject "Diplomatic Immunity."

The Executives' Conference unanimously opposed instructions being given on this subject at this time since the type of police protection to be afforded the perspective United Nations' Headquarters has not yet been determined. The application of so called "Diplomatic Immunity" has not yet been determined insofar as it would apply to resident citizens or foreigners in this area and any instructions on the subject at this time would be premature and perhaps inconsistent with the facts which may prevail.

If this is approved there is attached hereto a letter to the New York Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

OK

cc - Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

166-2554-4525
F B I
39 MAR 7 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

HHC:PJ

MAR 11 1946

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~~#323013~~ 8/31/92
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Declassify on: OADR

THE DIRECTOR

February 21, 1946

~~[illegible]~~

SUGGESTION #33

~~[illegible]~~

Executive Conference

Conferees present: [illegible]

1. Suggestion: That telephone installations presently installed in the offices of all Special Agents in Charge of field offices (except New York City where there is no such installation) be removed.

Advantages:
1. No instance been since they have been used over a period of many years.
2. Contributed of my embarrassment for conducting interviews in this particular executive office.
3. Installation in this executive office could subject the Bureau to criticism because of the prominence of persons calling on the Special Agent in Charge in many instances.
4. Saving in the cost, maintenance, and repair of such equipment.

Disadvantages:
None

Recommendation: Therefore, that all telephone installations be removed from the offices of the Special Agents in Charge of field offices and that all wiring for such telephone installations be likewise removed. Also, it is recommended that no such wiring be installed in the offices of SAC's in the future when locations of offices are changed or new offices open is required.

2. Suggestion: That telephone installations be removed from detention cells in field offices.

Advantages:
1. Less possibility of criticism for such installations.
2. Cost and maintenance of equipment.

Disadvantages:
1. Such installations have been of definite value and service in handling cases, e.g., the El Paso Bank Robbery Case, the Atlanta and Los Angeles Kidnapping Cases, and in connection with other emergency, kidnapping and high-jacking cases.
2. In some instances there is might be desirable to place the prisoner in our cell to overhear their conversations.

As record for subsequent study by Executives in Charge and Special Agents in Charge in major cases that the preliminary interviews are conducted in these cells prior to the arrival of an Inspector in Charge of a major case, and he desires to continue the playback of the original interview available to and on direct transmittal of the conversation.

Recommendation: Therefore, that the telephone installations be removed from the detention cells in field offices.

EX-11

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66-2554-4526

39 MAR 7 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Jandy

MAR 7 1945

cc: Mr. Clegg
Mr. Hendon

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4. By permanent installation of this nature, there is a certain security. Even in the face of possible addition, it is believed that the use of a microphone in the detention zone can be only justified in important cases.
5. This permits a large number of agents in another part of the office to monitor the interview and to see and hear, as the leads report therefrom during the course of the interview, thus affording equipment facility in exhibiting ability and in establishing veracity of the person interviewed.

OK

Recommendation: Therefore, that there be a certain requirement for the installation of a microphone in an interview cell of each field office. By installation in interview cells legal this action will tend to be field accounted by the special agent in charge and approval credibility by the Bureau.

III **Recommendation:** That microphone installations be secured from conference rooms.

Discussion:
Same as before Recommendation (2 above.

Recommendation:
Same as above Recommendation (2 above.

Recommendation: Therefore, that a clause of an microphone installation in an conference room be required in each field office and that any additional installations of this type in any specific office must be field recommended by the Special Agent in Charge and specifically approved by the Bureau. In the small individual offices where there is necessity for agents to carry this conference room as a regular duty, the installation should continue as recommended, with the understanding that the installation is for the specific purpose of conducting special interviews in major cases involving spectacular and internal security matters, during which period the agents will utilize the room for regular use.

OK

IV. **Recommendation:** That microphone installations not be permitted in the offices occupied by designated Agents in Charge or field supervisors.

Discussion:
1. Delicate the criticism against executive officers being wired for microphones.
2. Do particular need exists for microphone installations in such cases inasmuch as the other microphone installations authorized should prove sufficient.
3. Lack of equipment and conference.

Recommendation:
1. In any of the field offices of the Bureau the designated Special Agent in Charge occupies the room that had formerly been designated as a conference room below the Director's operation.
2. In any instance the offices of the designated Special Agent in Charge afford a far more convenient place for the interview with important witnesses and officials than other space available in office.

Recommendations (continued):

3. Finally, the practice of persons interviewed in the office of the Assistant Special Agent in Charge is not as great as those interviewed by the Agent in Charge.
4. From the standpoint of vulnerability, it is felt that the removal of the microphones from the offices of the Special Agent in Charge will suffice.

Discussion: Messrs. Schick, Hendon and Clegg recommend that there be no installations of microphones in the offices of Assistant Special Agents in Charge but that when a conference room is equipped with a microphone and the Assistant SAC's office space is because necessary for the Assistant SAC to make use of this conference room for the performance of his duties, he should be permitted to carry such space to the back chambers of the office. It is further believed that if the number of conference rooms is limited to two, one of which is occupied by Assistant SAC and the other by a field supervisor, the installation should be in the conference room which is being occupied by the field supervisor and any additional installations in conference rooms, beyond the one recommended, would have to be specifically recommended by the SAC and approved by the Bureau.

Mr. Clegg recommends that, when appropriate within the judgment of the Special Agent in Charge, particularly with a view to space limitation in any field office and the convenience of operation, the microphone normally placed in the conference room should be allowed in the office of the supervisor or Assistant Special Agent in Charge.

Mr. Tolson

Executive Conference February 26, 1946

The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Rosen, Rumford, Nichols, Ladd and Clegg, unanimously agreed with each of the four above-mentioned recommendations as follows:

(1) That microphone installations presently in the offices of Special Agents in Charge be removed.
(2) That each field office will be permitted to have one microphone installation in one detention cell and in the event any additional installations of this type are desired in detention cells, specific recommendation must be made by the SAC and the Bureau's approval obtained.
(3) That each field office shall have one microphone installation in one conference room and in the event any additional installations of this type are desired in any particular office, the SAC must specifically recommend and the Bureau approve any such additional installations in conference rooms.
(4) That where space limitations in an office prevent the office from having a conference room used exclusively for such purpose, one microphone installation should be installed in a room which would be used for conference purposes even though such room may be occupied for routine

All approved N

~~CONFIDENTIAL~~

purposes, except during interviews when the microphone is needed, by a group of Special Agents, by a field supervisor or by the Assistant SAC.

There is attached hereto a letter to all Special Agents in Charge if approved.

Respectfully,
For the Conference

Clyde Tolson

EAT
Tamm

~~CONFIDENTIAL~~

MMC:MR

I want to make certain above are rigidly adhered to & see that inspectors check.
D.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

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Gmo. 66-2554-4527

NOT USED

9

The Director

The Executives' Conference

March 1, 1946

The Executives' Conference considered the recommendations made by J. A. Carlson following a survey of the activities and results of such activities of four Agent Supervisors assigned especially and temporarily to aid in the supervision of selective service fugitive cases. The first assignment was approved as an experiment for one and a half months. This was approved October 8, and subsequent surveys indicated that it had been impossible for these four Supervisors to devote full time to this special project due to the necessity for expediting transmittal of letters of commendation to special contacts and friends of the Bureau. By January 2, 1946, a survey disclosed that one supervisor had devoted approximately two months to the special fugitive project, another one month, and another eight days. A later survey on February 18 was made to study the accomplishments of these four men on special assignments.

CONCLUSIONS OF SURVEY

1. Statistical accomplishments of selective service fugitive supervisors as of February 12, 1946:

Total number of files reviewed -- 192
Total number of letters written to the field as a result of these file reviews -- 157
Total number of letters written to the field more than 30 days previously -- 89
Number of fugitives apprehended in cases in which letters have been written to the field -- 8
Number of cases in which affirmative action leading to the closing of the case has been taken -- 11

2. Effectiveness of file reviews

The effectiveness of these file reviews cannot be measured entirely by the statistical accomplishments. It is to be appreciated that the fugitive files reviews have been old cases which have been pending for a period of two years or more. The psychological effect that the letters written to the field have on the handling of selective service cases cannot be measured by statistics. A five page Bureau Bulletin (not yet approved or sent to the field) has been prepared setting forth suggestions to Agents in the investigations of these types of cases. The contents of this Bulletin were acquired as a result of the file reviews.

EX-11

3. Status of pending selective service cases:

February 1, 1946 -- 12,628 pending cases
February 10, 1946 -- 4,447 fugitives

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HEC/elw

56 MAR 12 1946

357

MEMORANDUM FOR THE DIRECTOR

Subjects apprehended or located:

January, 1946 -- 396
December, 1945 -- 332
November, 1945 -- 469
October, 1945 -- 609
September, 1945 -- 750
August, 1945 -- 611

The above figures indicate that fewer subjects were apprehended or located during the months of December, 1945, and January, 1946, than during any month of the last six months period.

4. Future of selective service

Mr. Callan, in charge of the Selective Service Section, advised that unless the Selective Training and Service Act was reenacted or similar legislation was passed, by June 1, 1946, there would probably be little or no prosecution of subjects in selective service cases. This means, in effect, that the Bureau has approximately three months to dispose of the pending selective service cases.

Mr. Carlson noted that the work of these Supervisors had been but a "drop in the bucket" as compared to the over-all problem of handling the large volume of selective service cases, and he recommended that the services of these Supervisors assigned temporarily for this purpose at the Seat of Government be discontinued.

The Executives' Conference, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Ladd, Mumford, Rosen, and Clegg being present, considered this matter, and Messrs. Glavin, Nichols, Ladd, Mumford, and Rosen recommended that the assignment of these Supervisors be continued as at present for an additional period in order to aid in trying to clean up the backlog of pending selective service cases.

Messrs. Tolson, Tracy, Harbo, Hendon, and Clegg agreed with the recommendation of Mr. Carlson that the services of these four supervisors should be discontinued, first because the actual results as shown by the tabulation made have not justified their use, and these four men in the field might be able to accomplish even more results if they were investigating cases, and also because during the past week a teletype has been sent to the field offices seeking to put pressure on the handling of selective service cases and transferring a primary responsibility for the handling of such cases to the field.

I approve because I want as many cases disposed of by June 1 & I believe these 4 men will contribute more in field than they will here
H

MEMORANDUM FOR THE DIRECTOR

The other recommendations made by Mr. Carlson in the same memorandum have been previously considered and recommendations made resulting in the teletype being dispatched to all field offices as above indicated.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ADDENDUM: 3/5/46

Mr. Rosen and Mr. Ladd are of the opinion that this program should be continued in order that upon the completion of the Selective Service program when the law expires May 15, 1946, the Bureau will be in a position of having a minimum number of cases to report as still in a pending status and they believe that this can best be accomplished through the continued use of these four supervisors between now and May 15.

DML

Mr. Tolson
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

TO: MR. A. ROSEN

DATE: February 27, 1946

FROM: E. L. BOYLE

SUBJECT: MANUAL OF INSTRUCTIONS CHANGES
IMPERSONATION

The Supreme Court decision in the case entitled U. S. vs Philip Lepowitch, et al, 318 U. S. 702 expands to some extent the "intent to defraud" and "thing of value" portions of the Impersonation Statute.

It will be recalled that this case involved one Philip Lepowitch, an employee of the Mitchell Clothing Company, St. Louis, Missouri, who telephoned one Mrs. Adell Silk and sought information from her concerning the whereabouts of Abe Zaidman, a debtor of the Mitchell Clothing Company. Lepowitch falsely told Mrs. Silk that he was a Special Agent of the FBI in order to obtain information which Mrs. Silk would not furnish him on previous occasions when no false statements were made. Both Lepowitch and his superior, Marvin Spector, were indicted for impersonation. The U.S. Supreme Court reversed the action of the District Court in this case in dismissing the indictment, stating that the acquisition of information by impersonation is a violation even though the information is wholly valueless to its giver; and again the words "intent to defraud" do not require more than that the defendants have by artifice and deceit sought to cause the deceived person to follow some course he would not have pursued but for the deceitful conduct.

RECOMMENDATION

That the attached changes in the Manual of Instructions be approved and forwarded to the Training and Inspection Division so that they may be incorporated in the Manual.

Attachment

ADDENDUM

The Executive Conference on February 28, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Clegg, Ladd and Rosen, approved the attached Manual changes.

EX-11

RECORDED & INDEXED 66-2554-4529 F EX H 39 MAR 7 1946

ELB:MG

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70 MAR 7 1946

Mr. R. T. HARBO

February 11, 1946

I. W. CONRAD

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DATE 8/31/92 BY [illegible]

AM WALKIE-TALKIE UNITS

In connection with the AM walkie-talkie units, technically known as SCR194, the following points are submitted for your consideration:

1. The Bureau has used thirty Army Signal Corps AM walkie-talkies for the past eight years. They are approximately a ten-year-old model.

2. We now have 330 FM walkie-talkies which make the AM walkie-talkies obsolete from the standpoint of superior performance.

3. The supply of AM walkie-talkie batteries at the Bureau, 100, is dated July 31, 1943, which would normally require that new batteries be purchased, not only due to the low supply on hand but also due to the age of these batteries on hand.

4. The new FM walkie-talkie requires a different special battery from the old AM walkie-talkie. We are now required to stock both types of special batteries.

5. Training and instruction must be carried on concerning two different types of walkie-talkies, one of which makes the other type obsolete, as pointed out above. The use of two different kinds of walkie-talkies has a tendency to confuse Agents who are not completely familiar with both types.

6. The new type of FM walkie-talkie is well received by Agents during In-Service Training and various Field Offices have reported its very satisfactory use in connection with investigative matters even though the units have been in the Field a relatively short time.

7. The fact that we have 330 new FM units and 30 of the old AM units will reduce the use of the old AM walkie-talkies not only from the standpoint of obsolescence, but also from the preponderance in number of the new FM units which are being assigned to each Field Division.

EX-2

8. The new type of RM dry battery which gives three times the operating life of the old type of battery has been designed for the new FM walkie-talkie unit but was not built for the old AM walkie-talkie unit. These new FM batteries are supposed to have very long shelf life compared to the one year of shelf life claimed for the standard batteries.

66-2554-4530

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RWS:LCH
80-666

Sheet for Conference

80-666-156

ORIGINAL FILED IN

Memorandum for Mr. R. T. Harbo February 11, 1946

Re: AM Talkie-Talkie Units

9. A letter from Newark requesting Bureau instructions regarding their obsolete AM walkie-talkie batteries is attached.

In view of the above points, the efficient, best and most economical procedure is to declare the old AM walkie-talkies as surplus property and dispose of all the batteries for them. If you should not concur in the recommendation below, it will be necessary to secure new batteries for the old AM walkie-talkie units as soon as possible.

RECOMMENDATION:

There is attached a proposed letter to all Special Agents in Charge, a Bureau Bulletin to all Special Agents, and a reply to the Newark Field Office in response to their letter. Should these be approved, appropriate revisions in the Technical Manual will be made.

Attachments

APPROVED BY EXEC CONF 2/14/46 - Present: Messrs. Tolson, Glavin, Tracy, Nichols, McCabe, Ladd, & Mumford.

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THE DIRECTOR

March 5, 1946

THE EXECUTIVE CONFERENCE

HIGH-POWER MOBILE RADIO EQUIPMENT

On March 5, 1946, the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Mumford, Rosen, and Harbo, considered the question of high-power mobile radio equipment. The two radio trucks which we now have were originally obtained in 1937 and the equipment is rapidly approaching obsolescence. It is estimated that it would cost approximately $4,000 each to have the two present units overhauled and placed in first-class condition.

The question as to whether the Bureau needs high-power mobile radio equipment was submitted to Messrs. Brantley, Connelley, Conroy, Gurnea, H. K. Johnson, McGwain, and Stein. In addition to being specifically asked concerning the need of equipment comparable to the two radio trucks, they were requested to express an opinion as to the desirability of a "sedan delivery" automobile, mounted on a standard pleasure car chassis, equipped with a 2-way FM 50-watt radio such as is presently being installed in a large number of the regular Bureau automobiles.

Only Conroy felt there was a need for high-power mobile radio equipment of the type presently in the radio trucks. The other six to whom the question was referred felt that such equipment was not needed; that the 50-watt 2-way radio unit is adequate for Bureau purposes. Five of the men favored the purchase of a small number of "sedan delivery" automobiles equipped as suggested above. Stein and Connelley were opposed to the purchase of such equipment, Stein pointing out that before very long they might readily be identified as Bureau equipment, since they would be maintained in the contract garage. Six of the men recommended favorably as to the desirability of equipping such a "sedan delivery" automobile with an X-ray mirror in the rear door, pointing out that it should be removable so that a plain glass panel could be used whenever the X-ray mirror was not specifically desired. Stein voted against the use of the X-ray mirror because of the publicity recently given it in a motion picture, and because it might soon be recognized because other comparable automobiles would not

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A review of the various cases in which the present radio trucks have been used reflects that of 22 instances called to the Bureau's attention since purchase of the equipment in 1937, two instances could now be handled by the present 50-watt portable FM station equipment furnished to the field, 17 could have been handled by the automobile model known as "sedan delivery", equipped with standard 50-watt 2-way radio units, and only 3 instances required the higher power and special body construction of the present radio trucks. Two of these latter instances involved a crime scene search and a raid, respectively.

The "sedan delivery" automobile model is a standard model comparable to that used for delivery purposes by florists and would not require special construction. It is proposed that the 2-way FM radio unit to be installed therein would have sounding controls so that the radio could be operated either by the driver of the automobile as at present or by an individual inside the body of the truck.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7 1945

The Conference unanimously recommends the following:

1 - That no further action be taken relative to securing high-power mobile radio equipment and that the two present radio trucks be declared surplus immediately and withdrawn from service. Some of the radio parts will be salvaged but the remainder of the equipment would be turned over as surplus.

2 - That one "sedan delivery" automobile be purchased and equipped with 50-watt 2-way FM radio. After this has been tried experimentally in the New York Office, consideration can be given to the question of whether additional units should be acquired.

3 - That dual controls for the radio equipment be installed so that it may be operated either by the driver or by a person within the body of the truck.

4 - That the window in the rear door of the truck be demountable so that an X-ray mirror could be substituted for it when desirable in specific instances.

5 - That an experienced field agent who has had specialized sound training be used to confer with the Laboratory radio engineers concerning drawing of final specifications and the review of the final product.

Respectfully,
For the Conference

Clyde Tolson

I approve but instead of one & think we should get 3 & experiment at N.Y. Chicago & either L.A. or San Fr.

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

March 5, 1946

THE EXECUTIVE CONFERENCE

WEST COAST BRANCH OF FBI LABORATORY

On March 1, the Conference considered the possibility of establishing a branch of the FBI Laboratory somewhere on the West Coast. This was brought up again as a result of a letter from SAC Hood, suggesting such a laboratory in Los Angeles.

The main arguments in favor of establishing such a branch laboratory were set forth as follows:

1. Experts would be more readily available to West Coast Bureau offices for major cases and other special assignments, including police training.

2. It would tend to curtail activities of private and police laboratories.

3. We would receive a larger number of submissions from West Coast agencies and would improve our relations with police in that area.

4. Crimes of robbery, burglary and auto theft are higher in proportion to population along the West Coast than in other sections of the United States.

5. Assuming that the West Coast laboratory would serve the 17 most western States, we would effect an annual saving of $3,150 in travel expense.

6. Hood points out that space can be provided for the laboratory in the presently occupied Los Angeles office space; that if the space is relocated it is unlikely that any adequate space would be available for several years.

7. With reference to the need to reduce the number of employees at the Seat of Government, it was pointed out that laboratory employees assigned to the West Coast could be transferred to the field rolls.

RECORDED 66-2554-4532

INDEXED

The major disadvantages are set forth as follows:

1. Evidence files, such as the Fraudulent Check File, the Anonymous Letter File, the National Unidentified Ammunition File, and others could not be satisfactorily duplicated or would be too expensive and cumbersome to handle on a duplicate basis. The same is true of reference files such as the Watermark File which contains over 34,000 specimens. These files are used constantly in making examinations in current cases.

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1946

2. It is estimated that 21% of the cases arising in the Western States could not be handled by a branch laboratory due to lack of evidence or reference files and the fact that certain specialized examinations do not arise frequently enough to justify full-time staffs in two laboratories.

3. Decentralization of the Laboratory would weaken our reserve strength. It not infrequently happens that we have only one examiner in Washington at a specified time qualified to conduct a certain type of examination. This results most frequently from examiners' being out of the city to testify in other cases. We frequently have law enforcement officers personally bringing evidence to the Laboratory in major cases with a request for an expeditious examination. If we divide our personnel between two laboratories, situations would undoubtedly arise wherein the handling of an expedite examination would be delayed several days pending the return of the examiner from a trial.

4. If we were to set up a branch laboratory in California we would have no satisfactory reason for declining requests for similar branch laboratories in other States such as Texas or Florida.

5. The time required in transmitting evidence from the West Coast to Washington is not of vital importance, especially in view of faster air line schedules and prospects for improved air service in the future. At present 23% of our cases are received from the 17 western States whereas those States have only 20% of the population of the country.

6. The initial cost involved in establishing a branch laboratory would be $15,750 for duplicate equipment and $3,000 for installation--a total of $18,750. The rental of 3,000 square feet at the present rate would amount to $6,000 annually.

7. If we were to establish a skeleton laboratory on the West Coast we would be doing substantially the sort of thing which we criticized police laboratories for doing; namely, attempting to cover all technical fields with too few specialists.

In considering the problem, the estimated staff needed for such a laboratory would be 35, composed of one supervisor, 15 document technicians, 3 chemists, 2 microscopists, 2 firearms examiners, 3 laboratory aides, and 9 clerical employees.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Messrs. Tolson, Glavin, Hendon, Ladd, Munford, Rosen and Harbo were opposed to the establishment of a branch laboratory. Messrs. Tracy, Nichols, and Clegg voted in favor of establishing a West Coast branch of the laboratory. It was Mr. Clegg's view that California law enforcement officers are progressive and ambitious, as is the present Attorney General of the State, and that if we do not establish such a Laboratory the State Bureau probably will.

Attached hereto is a detailed listing of advantages and disadvantages together with statistics pertinent to the proposal.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Attachments

I would like to see the list but I think the disadvantages outweigh the advantages - In view of increased speed in air travel I think there is no pressing need for a branch laboratory

H.

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ADVANTAGES

The following items have been set forth as arguments in favor of a Western branch of the FBI Laboratory:

1. It would make technical experts more readily available to Bureau field offices for major cases and other special assignments, including police training schools and police conferences. Additional examinations would probably be received from Federal agencies in the 17 Western States as well as from local police agencies. In a few instances, the size or nature of the evidence is such that it cannot be transported across the country.

2. It would be a cooperative gesture to the police of that area, resulting in improved police relations. The police in California are progressive and ambitious. This is also true of the present Attorney General. If we do not provide a branch laboratory, it is possible that the State Bureau will expand its activities along these lines.

3. It would curtail activities of private, commercial, and police laboratories, which are laboratories in name only but which receive work from police agencies because of their location. We would surpass to a greater degree in facilities presently available to officers through the California State Department of Justice.

4. The location of the branch laboratory in the Western part of the country would unquestionably increase the number of submissions and we would do more technical work for police. It would defeat the contention that the FBI Laboratory is too far away from Western police agencies.

5. In the 1945 calendar year, we spent $16,840 on travel of employees principally for court testimony and it is estimated that approximately $3,150 of this would have been saved if we had a Western laboratory. Of 185 travel commitments on the part of Laboratory personnel, 30 were into the 17 Western States.

6. Robbery, burglary and auto theft cases occur more frequently on the West Coast in proportion to population than in other parts of the country.

7. It would result in good publicity for the Bureau as there are many crimes of a sensational nature in California, and the fact that evidence would be brought to the local FBI Laboratory would bring favorable comment.

8. Excellent research facilities exist in the Los Angeles area at such places as the California Institute of Technology, the University of Southern California, and the University of California at Berkeley. There is a definite possibility of our being able to employ technicians who have attended Western universities who are not interested in employment away from the West Coast.

9. SAC Hood advises that space can presently be made available in the present office of the Los Angeles office; that if we surrender this space now, it is unlikely will be able to obtain adequate space in that area for several years.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

a pointed out that in connection with the reduction of personnel at the Seat Government, it would be possible to transfer to the field rolls the Laboratory who would be transferred to the West Coast under this plan.

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ENCLOSURE

66-2554-4538

DISADVANTAGES

The following disadvantages have been set forth in connection with the proposal to establish a West Coast branch of the FBI Laboratory:

1. The time required to transmit evidence from the West Coast to Washington, D. C., is not, in reality, a major factor since airplane schedules are being considerably speeded up and prospects are bright for further improvements in air service in the near future.

2. Evidence files such as the National Unidentified Ammunition File, the Fraudulent Check File, the Anonymous Letter File, the Impersonators' Handwriting File, and others could not be satisfactorily duplicated, or it would be too expensive and cumbersome to set up and currently maintain duplicate files. These files are constantly used in making examinations in current cases.

3. Reference files such as the Watermark File which contains over 34,000 specimens would be difficult to duplicate. Firearms, hair, and ammunition files are some of the additional reference files which are used constantly in making examinations in current cases.

4. Some examinations could not be handled by a Western branch laboratory but could be handled only in Washington, either because of a National evidence or reference file's being involved or because the volume of work in some specialized field, such as physical metallurgy, would not justify a full-time staff in both laboratories. It is estimated that 21% of the Western State cases would fall into this category.

5. At the present time, it not infrequently happens that we have only one examiner equipped to handle a certain type of case in Washington, because other similarly qualified examiners are out of the city attending court, or for some other reason such as sickness. We daily receive evidence from local agencies requesting expeditious examination because of the major importance of the case. Obviously we can comply with these requests only because we have examiners available to make the examination immediately. If we divided our present force between this Laboratory and the proposed West Coast laboratory, there would undoubtedly arise situations wherein there would be a delay of several days in complying with such requests for expedite examinations, for the reason that the number of examiners in either place would be limited and a qualified examiner would be unavailable for some one of the reasons mentioned. This would result in a deterioration of the service which we could render.

6. In the event of further reduction in appropriations and resulting reduction in laboratory personnel, it would probably be necessary to consolidate the branch laboratory with the existing FBI Laboratory. It would be undesirable to be in the position of closing down a laboratory once it had been established.

Mr. Tolson
Mr. Ejn A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Not by a branch laboratory in California, we could reasonably expect requests for similar branch laboratories in other sections of the country, such as Texas or [illegible]. It does not appear that we would have a satisfactory reason for declining [illegible], at the same time, equally applicable to the proposal for a West Coast

DISADVANTAGES (Cont'd.)

8. The initial cost of setting up a branch laboratory would be $18,750, of which $15,750 would be for duplicate equipment and $3,000 for installation charges. Thereafter, there would be an annual cost of $6,000 in rental for 3,000 square feet, which it is estimated would be necessary for the proposed West Coast laboratory.

9. Based on the 1940 census, 20.5 of the population was found in the 17 Western states, which would be covered by a branch laboratory. At present we receive 23.1 of our police cases from those states, or, in other words, we already receive a proportion of our cases from these Western states which is greater than the proportion of the population represented by the area.

10. Law Enforcement agencies in California contribute far more cases to the FBI Laboratory than those of any other state and this volume is increasing.

11. To establish a skeleton laboratory on the West Coast would be a serious mistake, since we are openly critical of police laboratories' attempting to do that very thing and cover all technical fields with too few specialists.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Herdon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

STATISTICS - PROPOSED WEST COAST BRANCH LABORATORY

COST

Annual in excess of present cost ..... $ 2,850
Rental 3,000 sq. ft. space ---------- $ 6,000
Less: Saving thru travel reduction ---- 3,150
$ 2,850

Initial equipment & installation cost $18,750
Equipment ---------- $18,950
Installation cost ---------- 3,000
$21,950
Less: Transferable from Washington --- 3,200
$18,750

Total cost for first year $21,600

PERSONNEL - Estimated Staff

Supervisor 1

Document Examiners 15
CAF-13 ---- 3
CAF-11 ---- 3
CAF-9 ---- 2
CAF-7 ---- 5
CAF-5 ---- 3

Chemists 3
P-5 ---- 2
P-3 ---- 1

Firearms Examiners 2
P-4

Microscopists 2
P-4

Laboratory Aides 3
SP-5 ---- 2
SP-3 ---- 1

Clerical Employees 9
Secretary -- 1
Recorder-Typ. & Stenos -- 8

Total 35

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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ENCLOSURE 66-2554-4532

STATISTICS - PROPOSED WEST COAST BRANCH LABORATORY (Cont'd.)

VOLUME OF CASES, 1945 CALENDAR YEAR ---- DOCUMENT SECTION, PHYS. & CHEM. SECTION.

Type of Exam.	Total in U. S.	Total in 17 Western States	% of Total in U.S.	Total in Remaining 31 States	% of Total in U. S.
Document	18,033	3,786	20.9	14,297	79.1
Chemistry	824	228	27.7	596	72.3
Microscopy	643	177	27.5	466	72.5
Spectrog'y	395	99	25.1	296	74.9
Firearms	871	272	31.2	599	68.8
Total	20,816	4,562		16,254	

NOTE: Population of 17 Western States in 1940 was 23.5% of total U. S. population.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR 3/5/46

THE EXECUTIVE CONFERENCE

At the present time Laboratory reports going out in all Bureau cases are routed by the Laboratory to the Investigative Supervisor handling that particular classification of case. This delays to some degree the final transmittal of the Laboratory report to the field.

There is no need for the Investigative Supervisor to see the report except for his general information and to keep current on certain of the investigations.

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Nichols and Rosen unanimously recommends that the Laboratory reports no longer be routed through the Investigative Supervisors but that instead a white tickler copy of each report bearing on a Bureau case be designated for the Supervisor concerned. This system will expedite the transmittal of the reports and at the same time permit the Supervisors to adequately follow the cases.

If approved, it is suggested that the attached memorandum to Mr. Harbo go forward.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-4533
F B I

RECORDED
INDEXED
39 MAR 7 1946

(3)

OK

CC - Mr. Clegg

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ROM:DK

MAR 11 1946

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THE DIRECTOR

MARCH 1, 1946

EXECUTIVES' CONFERENCE

Joseph P. Varnick, Gunsmith at the FBI Academy at Quantico, spends a considerable amount of time repairing Bureau firearms and checking on the pistols of In-Service Agents as they arrive at Quantico. He has been provided a reasonable amount of equipment and has a very interesting and attractive workshop in the basement of the Academy building at Quantico. He would like to have more space but the opportunities for additional space are in an adjacent room which is used by the In-Service Agents for assembling firearms, study of the mechanics of various firearms and cleaning, oiling and caring for firearms. It is not believed that the amount of space allocated to the Gunsmith is so small as to involve any serious handicap, and Mr. Egan did not believe that the recommendation should be approved.

The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Rosen, Mumford, Nichols, Ladd and Clegg agreed that it would be undesirable to expand the amount of space available for the Gunsmith since he was now able to perform all required duties in the space allocated to him.

If this is approved, there is attached hereto a letter to Mr. Varnick accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED & INDEXED

66-2554-4534
F R I

39 MAR 7 1946

EX-11

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

MAR 11 1946

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DATE 8/31/92 BY

THE DIRECTOR

February 28, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

The Executive Conference of February 26, 1946, consisting of Messrs. Tolson, Tracy, Hendon, , Clegg, Nichols, Ladd, Mumford, Rosen, Harbo, and Glavin considered a suggestion of the Personnel Conference advanced by Mr. Tames of the Records and Communications Division to the effect that the Bureau make available space and facilities in the Department of Justice Building for members of the Camera Club; that there are approximately 50 members in the Justice Building and they are interested in securing space in the Photographic Laboratory to be used after hours in the developing and printing of photographs.

The Conference was advised by Mr. Tracy that the members of the Camera Club at the Armory have the Armory dark room available for practice purposes after the regular office hours.

Messrs. Tolson, Tracy, Hendon, Nichols, Clegg, Ladd, Mumford, and Rosen recommended that such space be made available in one of the laboratories on the 7th floor for use by members of the Camera Club assigned to this building; that this space be made available for after hours, but that for the present time not over week-ends inasmuch as special arrangements would necessarily have to be made to accommodate these employees by having certain employees assigned to the Photo Lab on duty.

Messrs. Glavin and Harbo were opposed to making this space available, it being pointed out that we would have clerical employees from all sections of the Bureau wandering around on the 7th floor after hours, and even though an employee would be on duty in the Laboratory after hours it would not be possible for him to definitely assure himself that certain of the employees were not wandering around in space not of interest to them. Glavin pointed out it would be necessary to turn over one of the dark rooms where we have Bureau supplies on hand; at times there would be development of regular work in process; that there is at least one photographer on duty until at least midnight daily; however it is felt with a group of outsiders in the Lab it would somewhat disturb the regularly assigned employees with [illegible] of productive time.

66-2554-1045
F B I

RECORDED & INDEXED

39 MAR 8 1946

Should the Director approve the majority recommendation concerning this matter, immediate steps will be taken to make available space for members of the Camera Club in the Justice Building.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 12 1946

cc Mr. Hendon
Mr. Clegg

2/28/46

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION 9-K
EMPLOYEE: F. T. McINTYRE
SUPERVISOR, TRAINING AND INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That all reports and registers concerning the use of automobiles be reduced to an absolute minimum.

From the discussion of present requirements it was disclosed that there is a requirement at present that in all resident agencies where there is assigned one or more automobiles a regular sign-in and sign-out register is required. The Joint Committee was of the opinion that this should not apply when automobiles are assigned specifically to individual Agents by the field office and they are exclusively using the car which has been assigned to them. They felt that this rule should apply only in those instances where an automobile was used at a resident agency by more than one Agent; therefore, the specific recommendation is as follows:

RECOMMENDATION: 1. That Bureau Bulletin #8, Series 1946, Section C, be amended to read as follows:

Automobile chargeout form #73 should be utilized in resident agencies where one or more automobiles are assigned and used by more than one Agent and these cards should be maintained in the same manner as they are maintained in the field office headquarters city. This is not intended to require the use of a register where an automobile is charged out to a Resident Agent on the field office register for his exclusive use.

RECORDED & INDEXED

2. It has come to the Committee's attention that certain offices not only maintain a car register at the field office but also one at the contract garage on which similar information is shown. This is not required by any regulation and it is recommended that an SAC letter go to the field advising that this duplicate register at the garage is not required but that it is considered a garage function rather than a Bureau function to account for the cars coming in and going out.

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RCH:PJB

EXECUTIVES' CONFERENCE CONSIDERATION: The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd, Mumford and Rosen unanimously recommends approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

MARCH 6, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the recommendations following a conference between Mr. Donaldson and Messrs. Harbo and Conrad of the Laboratory concerning the present course of instruction in technical equipment given to In-Service Agents. The present time allocated is four hours and the individual Agents were assigned problems which cause them to practice using the technical equipment such as is in each field office.

It was believed that a change in the program would be most desirable whereby the class would be divided into two groups and each group would work as a unit rather than individuals and each group would be required to work out two problems, each requiring two hours and all the equipment would be discussed, as well as uses to which it might be put on actual cases. It was believed that this would be a proper supplementary course to the instructions recently issued to the field for individual practice with the equipment under supervision in field offices. The same amount of time would be involved in the new course as in the former course and the Executives' Conference unanimously recommended this change.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 8/31/92 BY SP5 C/bc

cc: Mr. Clegg
Mr. Hendon

OK

HHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-4537
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RECORDED & INDEXED
39 MAR 7 1946

EX-21

1946

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

#323013

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SUGGESTION 12
EMPLOYEE: JOSEPH A. SMITH
SA, BOSTON FIELD DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That Agents be encouraged to use the dictaphone for routine dictation and to enable Agents to dictate in the evening.

The Joint Committee considering this was of the opinion that it would be advisable to insist upon the use of all such equipment presently available in the Bureau at resident agencies; that in the distribution of the equipment it be assigned to those more adaptable to the use of dictating machines; and that training be given to the Resident Agents where this equipment is assigned before it is actually used.

ADVANTAGES:
1. Saves a large amount of time by Agents who otherwise would be roughdrafting reports.
2. Will expedite the submission of reports to field offices.

DISADVANTAGES:
1. Occasionally a cylinder will be broken and the Agent will become discouraged and it is found that many Agents dislike using this equipment.
2. Typists and stenographers generally dislike transcribing from dictaphone records.
3. Urgent matters are occasionally included on the cylinders without proper notation for their expedite transcription.

RECOMMENDATION: That instructions be issued that all surplus and available dictating equipment owned by the Bureau be made use of in resident agencies and that training be given to the Resident Agents to whom it is issued.

66-2554-4538

Mr. Conroy objects for the reasons set forth in the disadvantages listed above.

RECORDED & INDEXED

39 MAR 7 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg HHC:pj
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION:

On 2/28/46 the Executives' Conference, Messrs. Tolson, Tracy, Rosen, Glavin, Hendon, Nichols, Ladd, Mumford and Clegg being present, considered the above

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suggestion. In view of the fact that it will definitely represent a savings in time on the part of Resident Agents, Mr. Clegg favored the requirement that Resident Agents be trained in the use of dictating machines when there are machines available in the Field and that the Resident Agents be required to use dictating machines to the extent of their availability which will, however, not preclude the Resident Agents returning to headquarters for dictation on one or two occasions per month. His idea was that the use of dictating machines will prevent the necessity of these Resident Agents spending a great deal of time preparing rough draft reports in Field Offices. All other members of the Executives' Conference felt that the Resident Agents should be encouraged and not required to use the dictating machine equipment which should be made available to those Resident Agents who desired to use it.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

hhc:hd

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR 2/28/46

THE JOINT COMMITTEE

SUGGESTION 22-C
EMPLOYEE: SAC S. K. McKEE
NEWARK FIELD OFFICE

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That copies of duplicates of Agents' expense accounts be retained in field offices for six months instead of one year.

ADVANTAGES:
1. Reduced file space.
2. There is no need for these expense vouchers after six months.

DISADVANTAGES:
1. There is a currently existing rule that Agents' administrative files are to be destroyed after 12 months. To make an exception of one or two items from the file merely complicates the rule and does not obtain desired uniformity in such an instance.

RECOMMENDATION: Unanimously unfavorable.

HHC;PJ

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 28, 1946, the Executives' Conference, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered this suggestion and for the reasons stated unanimously disapproved the suggestion.

66-2554-4539

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

EX-21

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Neason
Gandy

Clegg
Hendon

MAR 11 1946

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THE DIRECTOR

February 26, 1946

THE JOINT COMMITTEE

SUGGESTION #92
EMPLOYEE: TRAINING DIVISION STAFF CONFERENCE

#32 30 1 3
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MEMBERS PRESENT: H. H. Clegg E. E. Conroy
H. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That daily reports by Special Agents be eliminated.

ADVANTAGES:

1. It would save a great deal of time on the part of Special Agents estimated to be at least fifteen minutes per day per Agent which could be devoted to investigative activities.

2. It would save clerical time in date stamping and filing of the daily reports.

3. It would save supervisory time utilized in their review.

4. It would improve Special Agent morale as these reports are looked upon as being a great nuisance.

5. Since it is required that they show only the actual time engaged in investigations, they are not required to account for Agents' time. The infrequency of their actual need in personnel investigations imposes a heavy burden on a large number of Agents, clerks and supervisors in order to catch up with the routine duties of the field, roughly estimated as probably twenty instances per year.

RECORDED 17 INDEXED 39 MAR 7 1946 F B I

DISADVANTAGES:

1. Daily reports permit a check on Agents' past activities.

2. They provide a means of double-checking against other administrative controls and records such as expense accounts and investigative reports, "the periods for which made."

3. They are of great assistance in checking on highly important personnel situations and are therefore of great protective value to the Bureau.

4. The daily reports provide, from a standpoint of good administration, a certain degree of wholesome pressure on each Agent to do the best possible days work.

5. They provide a "sign of life."

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

EXPEDITE DISTRIBUTION

EEC/wl

1. The Committee unanimously recommends that the daily reports be continued

2.

2. Mr. Scheidt favors the suggestion that they be streamlined in form to save Agents' time so as to show only the time of arrival of an Agent on a road trip in a city, the file number of the case he handled while in that city, time of departure from the city and the actual beginning and ending of his work each day; also, the hours of duty when they vary from the regular field office hours.

Mr. Scheidt further observes that this will save from twelve to fifteen minutes per day per Agent submitting these reports. On the basis as to the estimate of the number of Agents submitting these reports, it would be a daily saving of about 400 Agent hours or the equivalent of fifty Agents' time.

Messrs. Conroy, Hendon and Clegg were opposed to the suggestion due to the fact that this streamlined form would still require the same amount of clerical effort in field offices and an abbreviated amount of supervisory effort, and since the schedule form is being prepared, it would require but little additional time to prepare the present form.

EXECUTIVES' CONFERENCE ACTION:

1. On February 27, 1946, the Executives' Conference considered this matter. Those present at the Conference were Messrs. Tolson, Hendon, Glavin, Ladd, Nichols, Rosen, Harbo, Mumford and Clegg. Messrs. Tolson, Glavin, Ladd, Mumford, Rosen and Clegg recommended that the daily reports which are submitted by Special Agents who are absent from their field office headquarters in excess of 24 hours be streamlined to show: (1) the time of arrival in each city, (2) the file numbers of the cases handled by the Agent while in the city, (3) the time of departure from the city, and (4) the actual hours when official duty began and ended each day. Mr. Clegg pointed out that he is changing his vote from the recommendation set forth by the Joint Committee due to the limited interest and value indicated by the Personnel and Administrative Division in the information set forth on the daily report. Messrs. Hendon, Harbo and Nichols favored continuing the daily reports as they are at present.

It was also recommended by Messrs. Harbo, Hendon, Nichols and Mumford that a new daily report form be prepared so that instead of its being letter size as at present it would be the same size as the Number Three Register cards in the field office, approximately 4" x 6" so the daily reports could be filed with the Number Three cards.

2. All others present opposed this suggestion since it did not appear to be advisable to file the daily reports with the daily registers since the latter are for the purpose of enabling the field office to get in touch with an Agent in headquarters city which is a different purpose from daily reports; also because there is a good sized quantity of these forms presently available and they are placed in the administrative file folder of the Agent submitting them bound together with a paper clip and destroyed at the end of the year, thus making a change in size unnecessary.

Tolson
E.A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Sandy

50 MAR 15 1946

54-4540

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. D. M. LADD DATE: February 15, 1946

FROM : L. R. Pennington

SUBJECT: SERVICEMEN'S DEPENDENTS ALLOWANCE ACT OF 1942

Attached is a proposed Bureau Bulletin for the purpose of informing the field relative to the Statue of Limitations and venue in Servicemen's Dependents Allowance Act cases.

An increasing number of cases are being investigated wherein ex-servicemen made false statements in applications for family allowances. We do not have investigative jurisdiction over these men until they are discharged. The question of venue arises since the soldier may make false allegations in one district or possibly overseas, the application is acted upon in another district, and allowance checks are recieved in a third district. A memorandum has been received from the Criminal Division explaining venue, and further advising that the Statute of Limitations for the offense of unlawfully receiving allowance checks will not run until three years after the legal end of the war, although the statute runs from the date of the filing of a false application.

RECOMMENDATION

It is recommended that the attached Bureau Bulletin be approved.

Attachment

HHH:LM

Approved by Executives Conference with Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Clegg, Hendon, McCabe, and Mumford attending, 2/20/46.

JKM

#323013

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RECORDED

INITIALS ORIGINAL

66-2554-4541

FEDERAL BUREAU OF INVESTIGATION
MAR 8 1946
DEPARTMENT OF JUSTICE

50 MAR 14 1946

ORIGINAL COPY FILED IN

COPY:mmk

TO: THE DIRECTOR DATE: January 30, 1946

FROM: EXECUTIVES' CONFERENCE

SUBJECT: SUGGESTION

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered a suggestion of Clerk-Typist Leland G. Richie of the Louisville Office that a separate section for index cards pertaining to Bureau Bulletins and SAC letters by numbers be prepared so that when such bulletins and letters are destroyed after three years in keeping with the present rule, the Index cards could be withdrawn with the destruction of the material to which they relate.

The Conference felt there was some merit in this suggestion and consequently inquiries are being made of a representative number of SAC's and Inspectors as to their views concerning the suggestion and upon receipt of replies the matter will again be considered by the Conference.

There is attached hereto a communication addressed to the Special Agents in Charge and Inspectors and also a letter addressed to the clerk who made the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc- Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED
EX-67

66-2554-4542

FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U. S. DEPARTMENT OF JUSTICE

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DATE 8/31/92 BY

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NOT FILED IN ORIGINAL

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the request of the State Department to the Attorney General for Mr. Chamras Follett, a Siamese student, to undertake a year's training in the FBI.

The Conference unanimously was opposed to Mr. Follett's taking any year's course of training in the Bureau since there were no courses of such duration and no specialized courses of such length in the special fields of questioned documents, fingerprints and ballistics, in which special interest was expressed.

It was believed that he should not be invited to attend the FBI National Academy as there is inadequate knowledge concerning his background and affiliations and further because the Bureau has a primary obligation to afford training to law enforcement officers in the United States.

There is attached hereto a suggested letter for the signature of the Attorney General, if you approve.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

166-2554-454
F B I

39 MAR 8 1946

HHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 MAR 11 1946

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HEREIN IS UNCLASSIFIED
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THE DIRECTOR 3/6/46

EXECUTIVES' CONFERENCE

On March 1, 1946, the Executives' Conference, those being present Messrs. Tolson, Tracy, Harbo, Hendon, Nichols, Glavin, Ladd, Rumford, Rosen, Clegg, considered the question of certificates of completion for issuance to (1) those who return for the annual retraining course and reunion of the FBI National Academy from September 30 - October 4, 1946, and (2) those who return for the two weeks of specialized training which is given during the two concluding weeks of regular Sessions of the Academy.

It was indicated that between thirty-five and forty former graduates will return for the final two weeks of the present Session for specialized training.

In times passed, at the reunion a certificate was prepared, the names of the graduates typed in on the certificate which was subsequently mailed to those in attendance with a specially prepared letter of transmittal.

RECOMMENDATION: That certificates showing attendance at both the specialized courses during the final two weeks of regular Academy Sessions, and to those who attend the regular retraining courses be prepared since this will involve merely the printing of the certificate and the typing of the name thereon. It was recommended that these certificates then be mailed without any cover letter whatsoever to those who did attend either the retraining course or the specialized courses. This will cut down considerably on the amount of typing and filing involved in preparing the letters of transmittal. Those certificates, although they will be printed in advance, will not have the names of the graduates typed on them until after the graduation exercises when they will be mailed to those in attendance.

Respectfully,
FOR THE CONFERENCE

RECORDED
INDEXED
66-2554-4544
F B I
39 MAR 8 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

MAR 13 1946

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DATE 8/31/92 BY

THE DIRECTOR 3/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered suggestions of Special Agent Elton A. Stanfield of the Dallas Office as follows:

1. That when the Bureau issues the territorial allocation list for all field divisions, there be additional pages listing the name and headquarters city of each United States Attorney. He felt this suggestion was warranted so that the field offices could easily indicate to which United States Attorney a copy of a report should be sent.

The Executives' Conference unanimously opposed the suggestion in view of the fact that each field office is equipped with a Departmental Register, showing the information requested, and the additional printing and paper would be too expensive to justify this duplication of information.

2. The Agent suggested that in in-service schools a moot court be held and testimony given in connection with the major case on which the Agents worked while in in-service training.

The Conference unanimously opposed this suggestion in view of the fact that the immediately preceding session of the in-service school required each Special Agent to take the stand and testify and be cross-examined and a repetition of this course in the present class was believed to be unwarranted. It would require too much time for 60 Agents to testify and would make necessary the elimination of other suggestions in order to have this item listed and the present cycle of in-service training is scheduled to be changed beginning in June 1946. To add this suggestion for the remainder of this course did not seem to be wise.

If the Director approves the above, the Agent is being advised accordingly in the attached letter.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2554-4545

F B I

30 MAR 6 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

HHC:ER

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

THE DIRECTOR 3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, consisting of Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the application of Patrolman William F. Crist of the South Bend, Indiana, Police Department to attend the April Session of the FBI National Academy. He had been nominated and recommended by Chief H. T. Everett, who is a graduate of the Academy.

The only derogatory information appeared in the divorce records wherein the applicant's former wife obtained a divorce charging cruel and inhuman treatment. Her attorney reported confidentially that the applicant, prior to his divorce, started associating with another woman intimately, and it was also established through other sources that after the divorce action was filed and before it became effective, the applicant began living with the second woman in an apartment. After the divorce became effective he married the second woman who is now his wife. This information was not generally known in the city.

The Executives' Conference unanimously recommended that this applicant be considered as acceptable. If approved, there is attached hereto a communication to Chief Everett extending an invitation for this individual to attend the April Session.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED & INDEX 166-2554-4546
F B I
39 MAR 8 1946

II-XII

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

11 1946

THE DIRECTOR

3/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the matter called to the attention of the Bureau by the Los Angeles Office wherein a spherical shaped tear gas hand grenade had been developed by the War Department for use by military personnel who are more accustomed to throwing a baseball than the canister grenade which the Bureau now uses.

The firearms experts at Quantico and Mr. Baughman unanimously concurred in recommending unfavorably for the new grenade first since we have an ample supply of old grenades on hand and second because the Agents of the Bureau are already trained in the use of the present type of grenade and there is some fragmentation which provides an element of danger in the new type of grenade which was noted.

The Conference unanimously recommended against this suggestion, and there is attached hereto a letter to the Los Angeles Office to that effect for your approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 166-3554-4547
F B I
39 MAR 8 1946

173

cc: Mr. Clegg
Mr. Hendon

TT-XII

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Nease
Gandy

70 MAR 1

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the following suggestions which are recommended by the Laboratory and concurred in by the Training and Inspection Division concerning retraining of Special Agents who have qualified as "Sound Experts" and as "Lock Experts." Until September 17, 1945, the sound experts, when they returned for in-service training were given four days special advanced sound training courses which included practical problems with respect to the installation of sound equipment. There were many of these sound experts, however, who took this training more than a year and a half ago. The recommendations, therefore, are as follows:

1. That all men qualified as "Sound Men" and carried on the Bureau's records as such be given a four-day refresher course on sound equipment upon the completion of the regular in-service training in Washington. This training would be given from Monday through Thursday on the week following the regular in-service training. There is attached hereto a suggested program of training for these four days which was approved.

2. It was recommended that the Agents who have completed the six-day comprehensive course on locks be given one additional day of refresher training on locks. This day of training would follow the four days on sound training since the lock experts are included in practically every instance among the sound experts. There were about 40 students in the two specialized sound schools held several months ago who were given specialized training in lock work and the Laboratory believes that these men, when they come in for in-service school, should be given one-day refresher training in handling locks.

3. In the event this program is approved, it will be possible to give training to only five or six men at a time on these subjects and the recommendation was made that in selecting the personnel to attend in-service training the sound experts be called in in groups of from five to six agents.

The Executives' Conference approved the above suggestions unanimously.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

62-25537-4548

39 MAR 8 1946

INDEXED & RECORDED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon

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323013

THE DIRECTOR

EXECUTIVES' CONFERENCE

3/6/46

#323013

ALL INFORMATION CONTAINED
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DATE 8/31/92 BY SP5 Sw/bca

After making a study of different types of forms filed in the Records Division of the Bureau, Mr. K. H. McIntire made a recommendation that three forms presently being used be consolidated into one form. The three forms are as follows:

1. Memorandum for the Identification Division, furnishing the name, FBI number and other identifying data concerning a fugitive.

2. A memorandum for the Identification Division, advising that a fugitive is not identical with another individual by the same or similar name or that he has additional aliases, and

3. Memorandum for the Records Division, attention Searching Unit, Fugitive Clerk, advising a cancellation of fugitive stops and the like.

These forms are used by the fugitive and deserter supervisors, as well as by the Selective Service Supervisors. Five supervisors have agreed that these three forms can be consolidated into one form. An actual count for six days showed 996 copies of these 3 forms were going into the file room and since one file clerk can handle 50 simple pieces of mail daily, the filing of these 166 forms daily would require the services of approximately three clerks.

One of the supervisors, Mr. Molloy, drafted a new form which would take the place and could be used in lieu of the three existing forms and he has recommended that this consolidated form be adopted and the other three forms mentioned by eliminated.

11-XII RECORDED F B I
& 39 MAR 8 1946
INDEXED

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Rumford, Rosen and Clegg, agreed on this consolidation.

The Conference also unanimously agreed with the observation made by Mr. McIntire, and agreed to by Supervisors Keep and Molloy, that an additional form which was in the form of a mimeographed memorandum for the file need not be used any further and they have voluntarily eliminated its further use as of February 21, 1946. This action was also approved by the Conference.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

There are attached hereto letters addressed to Messrs. McIntire, Molloy, Keep, Martin, Cayer and Walker, expressing appreciation for their participation in making this recommendation which is designed to considerably reduce the number of reports placed in files daily.

MAR 11 1946

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

February 25, 1946

THE JOINT COMMITTEE

SUGGESTION FOR
EMPLOYEE: MR. H. H. CLEGG

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
F. C. Hendon E. Scheidt

EMPLOYEE SUGGESTION: That newspaper clippings sent to the Bureau should be reduced to the minimum essentials. The Manual presently reads as follows: 6A5 - "Employees shall transmit to the Bureau information obtained from any magazine article, newspaper article, or other source concerning any matters relating to law enforcement generally, scientific apparatus, equipment, personnel, methods, or economics pertinent thereto." 6A6 - "Favorable or unfavorable editorial comments from any publications which relate to the Bureau, its personnel, or activities shall be submitted to the Bureau, except wire service stories out of Washington, D. C." It is suggested that these sections be changed to read as follows: 6A5 - "Employees shall transmit to the Bureau through their field offices information obtained from any magazine article, newspaper article, or other source concerning any matters relating to law enforcement generally, scientific apparatus, equipment, personnel, methods, or economics pertinent thereto," and 6A6 - "Favorable or unfavorable editorial comments from any publication which relate to the Bureau, its personnel or activities shall be submitted to the Bureau by the field office where the story originates. Field offices shall send only one typical clipping relating to any particular news story. This, of course, does not preclude the transmittal to the Bureau of published data which serves as an aid in the Bureau's investigative work including intelligence activities."

ADVANTAGES: 1. Eliminates the necessity of screening at the Bureau duplicatory publicity items and irrelevant material.

2. Saves clerical work in clipping, stapling, mounting and labeling and the transmittal of such data to the Bureau.

3. Eliminates duplication of effort in transmitting clippings as between field offices.

4. Clarifies oral instructions given in Special Agents in In-Service Training by making such instruction identical with manual provisions.

RECORDED & INDEXED

39 MAR 8 1946

DISADVANTAGES:

1. Restricts to some extent the ability to observe coverage on a national basis specific news stories.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: Unanimously approved.

SUGGESTION CONFERENCE ACTION:

#323013

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ECH/vl

MAR 11 1946

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on February 28, 1946, those present being Lagers, Tolson, Tracy, Glavin, Harbo, Rendon, Nichols, Ladd, Lumford, Rosen and Clegg, unanimously favored the suggested changes.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H.

cc: Mr. Clegg
Mr. Rendon

MDC:MM

THE DIRECTOR 2/28/46

THE JOINT COMMITTEE

SUGGESTION 22-D
EMPLOYEE: SAC S. K. MCKEE
NEWARK FIELD OFFICE

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the present rule requiring that Agents' daily reports and #3 cards be retained for a period of one year be changed to require that they be retained for a period of six months.

DISADVANTAGE: 1. There is a currently existing rule that Agents' administrative files and data going therein, as well as Agents' daily reports and #3 cards be destroyed after 12 months. To make an exception of these two types of material would merely complicate the rule and develop exceptions which the office would have to remember and would not result in desired uniformity in handling such matters.

2. Frequently it is necessary to refer to data in these reports and registers for a period in excess of six months.

RECOMMENDATION: Unanimously disapproved.

HHC:PJ:LR

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 28, 1946, the Executives' Conference, those present being Messrs. Tolson, Tracy, Clavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered this suggestion and for the reasons stated unanimously disapproved the suggestion.

Respectfully,
For the Conference

Clyde Tolson

166-2554-455
IF IB II

24 MAR 8 1946

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Evans
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 MAR 11 1946

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DATE 8/31/92 BY SP5 [illegible]

RECORDED AND INDEXED
11-XT

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2011

JDD:LP:MMH

The Director

~~CONFIDENTIAL~~

March 1, 1946

D. M. Ladd

#323013 8/31/92
Classified by
Declassify on: OADR

MAINTENANCE OF [redacted] b2 b7E

[redacted] has recommended that authority be given to maintaining [redacted] b2 b7E

According to the [redacted] in addition to [redacted] b2 b7E It is anticipated by that office that not only the [redacted] sooner or later [redacted] to and from the [redacted] and evoke some comment.

REQUEST OF [redacted] b2 b7E

Instructions are presently outstanding to the field that no [redacted] which are in [redacted] is utilizing in connection with [redacted] b2 b7E

At the present time the [redacted] and if Bureau approval is given, [redacted] the following day. The [redacted] has [redacted] to which that office has the only [redacted] There is also [redacted] if it were [redacted] is [redacted] and [redacted] The [redacted] makes [redacted] of the [redacted] at night to assure that [redacted] of the [redacted] were furnished by the [redacted] and indicate that [redacted] has been made as [redacted] b2 b7E

RECORDED [redacted]

The [redacted] the Communist Party headquarters and [redacted]

Tolson
E. A. Tamm
Clegg
Levin
Nichols

MAR 11
U. S. DEPARTMENT OF JUSTICE
FILES

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

ORIGINAL COPY FILED IN

MAR 12 1946

~~CONFIDENTIAL~~

837

~~CONFIDENTIAL~~

[redacted] and are both necessary if [redacted] b2 b7E

RECOMMENDATION

~~CONFIDENTIAL~~

It is suggested that an exception be made in this instance to the rule [redacted] For your approval, there is attached a letter to the [redacted] as requested based on the recommendation of the Special Agent in Charge that such [redacted] b2 b7E

Attachment

O.K.

~~CONFIDENTIAL~~

PY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

WHC:VH

TO : The Director DATE: 2-26-46

FROM : A. Rosen

SUBJECT: FBI HANDBOOK CHANGE

The purpose of this memorandum is to suggest a change in Chapter 21, Part 111, of the FBI Handbook.

REASONS

The suggested change in Chapter 21, Part 111 of the FBI Handbook entitled "Escaped Federal Prisoners and Federal Escape Act," is prompted in view of the necessity to set forth the Bureau's complete policy in establishing (1) the office of origin in these cases, (2) to make the instructions clear and unequivocal regarding the notification of the United States Marshal upon location or apprehension of fugitives in this category, and (3) to indicate clearly the Bureau's policy in regard to case character.

There is attached hereto a draft of the suggested changes in which the additions are underlined. It is suggested that consideration be given to adopting the changes suggested as reflected in the attached draft.

ADDENDUM

The Executive Conference on February 27, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen, approved the attached FBI Handbook changes.

ENCL. filed with memo

#323013

RECORDED 38

57 MAR 14 1946

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66-2554-4553

FEDERAL BUREAU OF INVESTIGATION
MAR 11 1946
U. S. DEPARTMENT OF JUSTICE

TRANSMITTAL OF OFFICIAL

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FEDERAL BUREAU OF INVESTIGATION

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U.S. DEPARTMENT OF JUSTICE

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66-HQ-2554

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

IN REPLY, PLEASE REFER TO
FILE NUMBER _____

March 1, 1946

Great Go Yellow

MEMORANDUM TO ALL EMPLOYEES IN JUSTICE BUILDING

RE: CASH PAYMENT OF SALARY TO EMPLOYEES IN JUSTICE BUILDING

Beginning with the pay period ending February 23, 1946, for which payment will be made March 8, 1946, all clerical employees below grades CAF-9, $3,640 and P-3, $3,640, will be paid in cash. Anyone in grade CAF-9, P-3, or above, who desires to be paid in cash may receive such payment by making a request to that effect.

Under this procedure, it will be necessary for each employee to personally sign the pay roll opposite his name each pay period before he can get his money. In order to facilitate payment, a representative from each division will notify all employees within the division as to the time and place payment will be made. It is requested that each employee either wear his identification badge or take his building pass for identification purposes at the time he goes for his money.

When an employee is on sick or annual leave, and is unable to get his money on pay day, the Treasury Department will return the cash to Treasury and a check will be made for the amount due. Employees who have been on leave can get their checks Tuesday morning following pay day at the Payroll Office, Room 4716.

COMMUNICATIONS SECTION
MAILED
MAR 1 1946
P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Very truly yours,

J. Ed. Hoover

John Edgar Hoover
Director

File

F B I
30 MAR 8 1946

Office Memorandum • UNITED STATES GOVERNME

TO: THE DIRECTOR

DATE: February 20, 1

FROM: D. M. Ladd

SUBJECT: SUGGESTED MANUAL CHANGES
ACCOUNTING REPORTS

The attached manual changes are submitted for consideration looking toward obtaining uniformity of contents in accounting reports.

BACKGROUND

Several accounting reports in fraud cases have been noted recently in which the items setting forth the violations have contained descriptive wording naming the irregularities as being "Conspiracy" and "False Charge", It is believed that the accountants should limit the description of the offe to a clear statement of the facts and that the naming of the violation involv should be left to the United States Attorney as is the policy in Federal Res Act Cases. This matter is handled by the attached manual change (A).

Several sections of Bureau Manuals refer to Section 12-B of the Ma of Rules and Regulations dealing with "Accounting Reports" as a guide for th preparation of accounting reports. Section 12-B makes no reference to the s ting forth of accounting data and to conform with Section 12-B the details o accounting report would have to specifically contain only description and hi of subject, home life and family reputation, criminal record, and aggravatin mitigating circumstances. This matter is corrected by attached recommended changes (A) and (B).

Section 12-B of the Manual of Rules and Regulations and Part I, pa of the FBI Handbook, call for the setting forth of aggravating and mitigatin cumstances in accounting reports and the furnishing of information relative condition of home life and family reputation of each subject. If such inform is of interest to the United States Attorney in accounting reports it seems it should likewise be of value in other criminal matters handled by general Aggravating and mitigating circumstances would usually be the opinion of the investigating Agent based upon information furnished him by the subject and up incidental to the investigation. It is believed that there might be inst in which the United States Attorney might be unduly influenced by the aggrava and mitigating circumstances set forth by the Agent to the point of forming a opinion relative to the violation itself, rather than authorizing or declinin prosecution on the facts of the violation. Attached recommended manual chang (A) and (B) delete requirements for furnishing this information.

Concerning the furnishing of aggravating and mitigating circumstanc it is believed that such information would be of interest to Federal Reserve investigations rather than to the accounting reports submitted in other cases It is suggested that the attached manual change (C), calling for the furnishi of such information in Federal Reserve Act cases, be approved.

MAR 6 1946

Manuals read 3-4-46 DAS

FCF:da

Memorandum for the Director

Attached manual change (D) calls for the addition of the sentence "Accounting reports should be submitted in accordance with Section 12-B of the Manual of Rules and Regulations" under the following sections of the FBI Handbook.

Antitrust - Part 3, page 3, subsection 6.

National Bankruptcy Act - Part 3, page 16, subsection 5.

Fraud Against the Government - Part 3, page 54, subsection 4.

Mail Fraud - Part 3, page 73, subsection 4B.

Section 33-F of the Manual of Instructions, dealing with Mail Fraud Investigations, calls for submission of accounting reports following as nearly as possible the suggestions outlined in the Federal Reserve Act Investigations and specifying the general information desired. Attached manual change (E) changes this section and makes reference to the submission of accounting reports in accordance with the suggestions given in Section 12-B in the Manual of Rules and Regulations.

Section 25-F of the Manual of Instructions, dealing with Fraud Against the Government Investigations, contain no reference to accounting reports and attached manual change (F) calls for the submission of accounting reports in accordance with Section 12-B of the Manual of Rules and Regulations.

RECOMMENDATION

It is recommended that the attached manual changes be submitted to the Executive Conference for approval.

Approved by Executives Conference with Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Rosen, and Mumford attending, 2/28/46.

Attachments

JKM

OK.
H.

THE DIRECTOR

MARCH 8, 1946

THE EXECUTIVE CONFERENCE

On March 6, 1946, the Executive Conference, consisting of Messrs. Tolson, Mumford, Ladd, Nichols, Hendon, Harbo, Tracy and Glavin, considered a request made by SAC Bryce of the Oklahoma City Office while he was in Washington.

Mr. Bryce had advised Glavin that the Oklahoma City Office utilizes the range at the naval base at Norman, Oklahoma, which is approximately 20 miles from Oklahoma City. He advised that the base is being closed and that the range facilities will no longer be available after the base is closed.

Bryce wanted to know whether the Bureau would approve Agents from the Oklahoma City Office going to Stringtown, Oklahoma, for firearms training. The Director will recall that the Stringtown Range was built through the efforts of former Governor Philips of Oklahoma primarily for the use of the Agents of the Oklahoma City Office. We discontinued the use of this range when the Norman Range became available because Stringtown is approximately 100 miles from Oklahoma City. Bryce advised Glavin during his recent visit to Washington that there are no other ranges near Oklahoma City that are available to the Agents of that office.

The Conference, therefore, recommends approval of the request of Bryce that the Oklahoma City Agents use the Stringtown range facilities after the Norman range is closed.

Should the Director approve, an appropriate communication will be addressed to the Oklahoma City Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

Yes after Norman is closed.

Cm

E. A. Tamm

66-2532-4556

F B I

39 MAR 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Tracy
Harbo
Mumford
Hendon
Tamm

323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/31/82 BY SP2 Bce

RECORDED & INDEXED

CC: Mr. Clegg
Mr. Hendon

11-XR

MAR 13 1946

COPY:mm

TO: MR. LADD

DATE: February 18, 1946

FROM: E. G. FITCH

SUBJECT: Personnel Records - NAVY, MARINE CORPS, AND COAST GUARD

The Philadelphia Office Recently suggested that all Field Divisions be apprised of the fact that Naval records dated after September 1, 1939, are not kept in the naval Records Depository, Philadelphia, Pennsylvania, whereas all records up to that period are retained there. In considering this matter it was recalled that Bureau Bulletin No. 66, Series 1945, set forth information relative to the location of military records of demobilized personnel. It was therefore considered advisable to incorporate in a new bulletin information pertaining to the present whereabouts of personnel records for the Navy, Marine Corps and Coast Guard. It is felt this action will expedite the obtaining of information from service records and will be of benefit to all investigative personnel.

ACTION:

A proposed bulletin has been prepared and is attached for approval.

Attachment

2-19-46 - approved by ~~Executives Conference~~ consisting of Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Rosen, Clegg, Mumford and Ladd -JKM

EGF:rhr

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY #323013

RECORDED

26-2534-4557

F B I

MAR 6 1946

56 MAR 14 1946

EX-70

ORIGINAL COPY FILED IN

COPY: FC

March 4, 1946

SAC, San Francisco

RE: NIGHT DUTY

Dear Sir:

Reference is made to your communication of February 15, 1946, wherein you request authority to assign Stenographer Richard E. Carotta and Clerk Robert Grussenmeyer to duties from 1:00 P.M. to 9:30 P.M.

This is to advise you that the Bureau approves the assignment of these employees to the hours of duty specified by you provided that through such assignments the work of the San Francisco Office can be handled to the best advantage.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of February 28, 1946, consisting of Messrs. Tolson, Mumford, Clegg, Hendon, Harbo, Tracy, Rosen, Ladd and Glavin approved the above letter.

RECORDED

COMMUNICATIONS SECTION
MAR 5, 1946

EX-74

66-2514-4558

FEDERAL BUREAU OF INVESTIGATION
MAR 12 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

WRG:val

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/21/92 BY Sp5 Cuibe

62

52 MAR 19 1946

66-5-3970

ORIGINAL COPY FILED IN

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2011

COPY: FC

~~CONFIDENTIAL~~

SAC, [redacted] February 26, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

HANDLING OF INFORMATION [redacted]

b2
b7E

~~PERSONAL AND CONFIDENTIAL~~

The Bureau is desirous of receiving information from your office, as well as offices receiving copies of this letter. [redacted] The information desired should outline the procedure used by each office in incorporating the information in log form, its subsequent incorporation in respective files, and the procedure used in the ultimate reporting of the information to the Bureau. You should also incorporate information relative to the mechanics used in the indexing of the information obtained.

b2
b7E

The Bureau desires to study the various procedures used, with a view of looking toward the establishment of a uniform procedure to be followed by those offices which [redacted] It is realized that there are varying circumstances in different Field Divisions offices, and it may be entirely possible that a uniform procedure cannot be adopted throughout the Field. However, there may be mechanics utilized in one or more Field Divisions which would be of time and cost saving value.

b2
b7E

Accordingly, it is desired that you submit a letter to the Bureau, captioned as above, not later than seven days after date of receipt of this letter by you.

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

cc - New Haven
Newark
Pittsburgh
Philadelphia
Washington
Baltimore
Boston
Chicago
Cleveland
Detroit
Los Angeles
San Francisco
Seattle

NOTE: Considered and approved by Joint Committee 2/22/46, those present being Messrs. H. H. Clegg, B. C. Hendon, E. E. Conroy and E. Scheidt.

8/31/92 #323013
~~Classified by~~
~~Declassify on: OADR~~

RECORDED 66-2557-4559

FEDERAL BUREAU OF INVESTIGATION
MAR 12 1946
U. S. DEPARTMENT OF JUSTICE

EHW:elk

COMMUNICATIONS SECTION
FEB 26, 1946

~~CONFIDENTIAL~~

59 MAR 15 1946
337

Operating Conference

THE DIRECTOR

EXECUTIVES' CONFERENCE

March 11, 1946

The FAO at Norfolk has advised that the Norfolk Army Base, which is a part of Hampton Roads Port of Embarkation, is presently in the process of closing. The Army authorities at Norfolk have advised they have approximately thirty thousand personal identification cards on longshoremen who were employed at the base during the war. These are not fingerprint cards but contain identification data and a photograph of each individual, most of whom are Negroes.

Messrs. Tolson, Ladd, Tracy, Harbo, Rosen, Hendon, and Rumford, who were in attendance at the conference, were unanimous in their opinion that although these cards might be of some future value in the Norfolk Field Office files, their potential value does not justify the clerical effort that would be necessary to index and file them in the space they would occupy. It will be noted that the persons listed, being longshoremen, will undoubtedly have scattered throughout the country; that since there are no fingerprints involved it would be almost impossible to make positive identifications; and there is no reason to believe we have any special interest in this particular group.

If you concur with the opinion of the Conference, the Norfolk Office will be instructed to advise the Norfolk Army Base that it does not desire to receive the cards.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 166-2564-4560
30 MAR 12 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

JMM:CAB

MAR 13 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

COPY TO

February 11, 1946

MEMORANDUM FOR MR. NICHOLS

RE: QUARTERLY INTELLIGENCE SUMMARY

Reference is made to the attached letter dated February 6, 1946, from the Charlotte Field Division recommending that all copies of the Quarterly Intelligence Summaries in the Charlotte office be destroyed except one of each issue.

The same problem existed here at the Seat of Government and under date of January 30, 1946, a memorandum was submitted to you recommending the disposal of certain copies and was subsequently approved to the effect that six copies of each issue should be retained.

It appears that the attached recommendation for the disposal of extra copies of the Quarterly Intelligence Summaries has considerable merit not only in the case of the Charlotte Field Division but for all of our field offices.

RECOMMENDATION:

It is recommended that the attached suggestion be considered favorably by the Security Division, not only in the Charlotte Office, but throughout the field. Considering all field divisions, a large amount of filing space would be secured through the disposal of surplus copies.

It is noted that unless advised to the contrary, the Charlotte office will dispose of all extra Summaries by March 6, 1946.

Respectfully,

R. F. Cartwright

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY SP5 [illegible]

FMT:tmb
LBN:hbm; 2/20/46 - Approved by the Executives Conference.

RECORDED
EX-37 66-2534-4561
F B I
80 MAR 12 1946

5 6 MAR 22 1946

ORIGINAL COPY FILED IN 66-2534-1

THE DIRECTOR

2/26/46

THE EXECUTIVES' CONFERENCE

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Clavin, Harbo, Mumford and Clegg, pointed out that representatives of the IACP Safety Division make surveys of traffic situations in various municipalities. The Executives' Conference has recommended that the Bureau not conduct such surveys in the future.

As a usual rule as a result of such survey the IACP Safety Division employ and recommend a police school in which emphasis will be placed on traffic law enforcement. It was recognized that there would undoubtedly be some schools which would be initiated on the basis of these recommendations and perhaps the schools would be operated by Northwestern University - IACP Safety Division.

The attached letter to all Agents in Charge is approved alerting the SACs to the possibilities of such recommendations being made and instructing them that they are to meet the police training needs in the field and that they should advise police chiefs under such conditions of the availability of Bureau assistance in connection with the establishment of police training courses.

Respectfully,
For the Conference,

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/bcc

Clyde Tolson

E. A. Tamm

Attachment

RECORDED
EX - 62

66-2554-4562

57 MAR 19 1946

INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Clavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Leads
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

62

MAR 19 1946

ORIG. COPY FILED IN

THE DIRECTOR 2/25/46

THE JOINT COMMITTEE

SUGGESTION #5
EMPLOYEE: MISS HELEN E. DUNAWAY, SECRETARY
TRAINING & INSPECTION DIVISION

MEMBERS PRESENT: H. H. Clegg, E. D. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That every possible step be taken to insure that when Special Agents are in Washington for In-Service training they be afforded any special types of training contemplated for them or that when in Washington for any other reason and they are due for In-Service training they be held over therefor. To accomplish that it was suggested that a form be placed in the personnel files indicating when In-Service training was due.

RECOMMENDATION: This is a matter fully followed by the Chief Clerk's Office and it was unanimously believed that the form was unnecessary and would merely constitute another administrative step. It was unanimously recommended, however, that the attached letter go forward to all Special Agents in Charge pointing out the manner in which they can cooperate to insure that a minimum of travel will be involved in affording Agents their In-Service and other types of training given at the Seat of Government.

EXECUTIVES' CONFERENCE CONSIDERATION: Unanimously approved by the Conference on February 26, 1946 with Messrs. Tolson, Lavin, Tracy, Harbo, Hendon, Rosen, Mumford, Nichols, Ladd and Clegg being present.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY [illegible]

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

166-2554-4563
HIBY
39 MAR 14 1946

RECORDED
INDEXED
416
EX-40

58 MAR 18 1946

The Director

The Executives Conference

March 12, 1946

The Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Hendon, Tracy, Glavin, and Nichols, reconsidered a previous deliberation which turned down the request of Mr. Cartwright of the Records Section for the purchase of 100,000 file fronts and 100,000 file backs, legal size.

This recommendation was made by Mr. Cartwright since several of our big files are not adequately covered or protected by the small file back covers which we have been using for years, and in big files many times legal-size sheets of paper are included, which through usage become damaged and torn. The Conference previously turned down the request on the basis that we already had a supply of file covers and since we had been using the old-style cover for so many years, we should continue.

The Conference, on reconsidering, agreed to secure a lot of 3,000 file fronts and backs for experimental purposes, it being pointed out that the new-size cover costs two dollars a thousand more than the old-size cover.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY Spec/Ice

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

CC Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-4564
F B I

39 MAR 14 1946

67 EX-53

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 15 1946

LBN:mjm

THE DIRECTOR 3/11/46

THE JOINT COMMITTEE

SUGGESTION #91
EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Schaidt

Section 10A (5) of the Manual of Rules and Regulations reads as follows: "Three or four days will ordinarily elapse from the time a fingerprint card is received in the Bureau and the insertion in the name files of the index card prepared for that print when it is answered. When a request is received for a criminal record within this period and the request indicates that fingerprints have been submitted, a 'stop' is placed in the card index files when the index card of the individual whose record is sought reaches the file. This 'stop' is discovered and the matter is given proper attention. If this 'stop' is to be effective, the name under which it is filed must be the exact name under which the fingerprint card was received."

EMPLOYEE SUGGESTS: That this section be eliminated.

ADVANTAGES:

1. This material is of no interest or concern to the field divisions.

2. It is merely administrative detail as to the time and manner in which stops are placed in the Identification Division.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance, unanimously approved this recommendation.

66-2554-4565
E B I

RECORDED
INDEXED
MAR 14 1946

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

EX-40

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/bce

#323013

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neaves
Miss Gandy

Mr. Clegg

RCH:DW

THE DIRECTOR 3/11/46

THE JOINT COMMITTEE

SUGGESTION #89
EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

Section 9K of the Manual of Rules and Regulations reads as follows: "(1) There should be no delay in interviewing informants who have transmitted information to the Bureau by letter and who have been advised that arrangements would be made for them to be interviewed by the field office covering the territory in which they reside. (2) In interviewing United States Attorneys and informants, accurate and detailed information of a relevant type should always be obtained if possible."

EMPLOYEE SUGGESTS: That Part 2 of this section be eliminated.

ADVANTAGES:

1. It is so fundamental that accurate and detailed information of a relevant type should always be obtained that the provision is absolutely superfluous.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance, unanimously approved this recommendation.

Respectfully,
For the Conference

RECORDED
INDEXED
66-2551-4566

Clyde Tolson

39 MAR 14 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg - Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. HOOVER
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY SP2 W/bce

EX-40

39 MAR 19 1946

THE DIRECTOR 3/11/46

THE JOINT COMMITTEE

SUGGESTION #88
EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Section 8H (3) of the Manual of Rules and Regulations reflects that confidential information collected during the last World War concerning aliens shall not be used in any naturalization proceeding without the consent of the person from whom it was secured.

EMPLOYEE SUGGESTS: That this section be changed to reflect that such information collected during "World War I" should not be used in such proceedings.

ADVANTAGES:

1. It would eliminate any possible confusion as to what war was being referred to since there is no such provision relating to information collected in World War II.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance unanimously approved this recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

1 - Mr. Clegg

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Durnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Handy

RECORDED & INDEXED 66-2554-4567
39 MAR 14 1946

EX-140

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP2 Bue

15 1946

THE DIRECTOR 3/11/46

THE JOINT COMMITTEE

SUGGESTION #90
EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Section 10A (4)b of the Manual of Rules and Regulations reads as follows: "By placing a notation on a fingerprint card which is submitted by a law enforcement officer requesting a copy or copies of the record be forwarded to the interested office. The forwarding of a letter is not necessary. When an Agent is present at the time fingerprints are recorded for an individual involved in a Bureau investigation he should personally ascertain that the necessary notation has been placed on the fingerprint card and see that the best obtainable set of fingerprints is forwarded to the Bureau. If the impressions are indistinct and incomplete, another set should be taken. In the event a better set may not be had on that date but it is believed that one may be had later while the individual is still in custody, suitable arrangements should be made with the law enforcement officer to take and forward that set to the Bureau also with the same notation. When the fingers or the finger ridges are temporarily damaged, this practice should be followed wherever possible. The submission of indistinct or incomplete prints may result in a failure to locate prior criminal history or in the failure to connect the current arrest with a later criminal record when other fingerprint cards are subsequently received for the individual. Each office should have a definite arrangement with the United States Marshal as well as the local law enforcement agencies of the larger cities providing that in all cases where Bureau subjects are fingerprinted the officer recording the fingerprints shall place a notation on the back of the card which he transmits to the Bureau requesting a copy of the record for the Bureau office. Field offices may obtain stamps carrying such a notation by requesting same of the Bureau. U. S. Marshals or local law enforcement agencies should not stamp fingerprint cards so a criminal record will be sent to an FBI office unless it is a matter within the jurisdiction of the FBI."

EMPLOYEE SUGGESTS: That the portions underlined above be eliminated.

ADVANTAGES:

1. These portions are merely verbiage and add nothing.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

RECORDED & INDEXED 166-2554-4568
IF TB I
11-XII

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Penington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323913
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 W/bc

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Rumford and Rosen in attendance, unanimously approved this recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

AR:ccc

THE DIRECTOR

3/12/46

THE EXECUTIVE CONFERENCE

VETERANS ADMINISTRATION MATTERS

The Executive Conference today with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Lanford, Nichols, Ladd and Rosen in attendance approved the attached letter to all Special Agents setting forth a list of the thirteen branch offices of the Veterans Administration and indicating the procedure which will be followed in referring cases to the Bureau.

Respectfully,

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

RECORDED & INDEXED

166-2554-4569
F B I
39 MAR 14 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 MAR 18 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO DATE: February 27, 1946

FROM : L. W. CONRAD

SUBJECT: Police Radios in Bureau Automobiles

By letters dated January 21, 1946, and February 18, 1946, the latter of which is attached, the Louisville Office has requested a two-way radio set for installation in the car of the Resident Agent at Owensboro, Kentucky, to be used for two-way communication with Owensboro, Henderson and Madisonville, Kentucky, as well as Evansville, Indiana, Police departments.

According to information received, Chief of Police Vernie Bidwell, who is president of the radio association covering the radio network including the above police departments, is only too happy to cooperate in any way possible with any equipment installed by the Bureau. Chief Bidwell has also advised that if the equipment is received he will see that the equipment is properly installed and also see that it is properly maintained and repaired.

The Louisville Office advises that two-way radio equipment formerly installed in this Resident Agency car has been used on prisoner-of-war cases and in connection with NMVTA cases. It was stated that the two-way equipment would in the future provide immediate contact with the Resident Agent from the Louisville Office to the police station at Owensboro, Kentucky, and that the equipment would be of utmost importance in carrying on the work of the Bureau in connection with bank burglaries, kidnapings, other emergencies, or when telephone facilities failed.

The above request was made for one amplitude modulation very high frequency mobile two-way unit for operation on the frequency of 30,700 kilocycles. The unit will cost approximately $250.

RECOMMENDATION: It is recommended that purchase of this equipment be approved so that the Resident Agent at Owensboro, Kentucky, can continue to be in two-way radio contact with local police agencies.

Following the final decision in this matter, the Louisville Office will be appropriately advised, and should my recommendation be approved specifications will be forwarded to the Chief Clerk's Office for the purchase of the desired equipment.

Attachment

APPROVED BY EXECUTIVE CONFERENCE 3/5/46
Present - Messrs. Tolson, Clavin, Tracy, Hendon, Nichols, Clegg, Ladd, Harbo, Mumford, and Rosen.

RWS:MEM
62-34250

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

RECORDED 66-2554-4570
F B I
61 MAR 12 1946

50 APR 5 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-27-2011

THE DIRECTOR

March 6, 1946

D. M. LADD

~~CONFIDENTIAL~~

PROPOSED [redacted]

b2
b7E

The [redacted] has advised that there are sufficient [redacted] which could be used if [redacted] and [redacted] presently located in the [redacted] were [redacted] it was the recommendation of the Special Agent in Charge that because of the increased security and more efficient [redacted] Bureau approval be given to this [redacted]

b2
b7E

BASIS FOR REQUESTED [redacted]

In addition to the increased security and more efficient operation, mentioned by the Special Agent in Charge [redacted] it was stated that the [redacted] would be saved. The services of one Special Agent at least could also be utilized for other work if the [redacted]

According to the [redacted] a check has revealed that there are [redacted] which could be used at the [redacted] within which [redacted] is located. An [redacted] which has only [redacted] one of which is in the [redacted] other [redacted] being on the [redacted] and the [redacted] within which the [redacted] is located, could be used. Since this [redacted] it will be more [redacted] which could be handled in [redacted]

b2
b7E

Approval has recently been given to the [redacted] from [redacted] within [redacted] to provide greater [redacted] At the present time, [redacted]

b2
b7E

RECOMMENDATION

RECORDED
EX-31

FBI 4571

57 MAR 14 1946

There is attached for your approval a letter to the [redacted] granting approval to [redacted] to [redacted] based upon their personal recommendation that such a [redacted] and more efficient operation. Several suggestions with reference to this [redacted] are set forth in this communication to assist [redacted]

b2
b7E

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Candy

Attachment

8/31/92 #323013

Classified by [redacted]
Declassify on: OADR

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

~~CONFIDENTIAL~~

52 MAR 18 1946

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FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-31-2011

THE DIRECTOR

March 6, 1946

~~CONFIDENTIAL~~

D. M. LADD

PROPOSED [redacted]

b2
b7E

You will recall that upon the recommendation of [redacted] Division that Bureau authority be given to [redacted] to [redacted] Special Agent James L. Kirkland was directed to make a survey to determine the feasibility of [redacted]

b2
b7E

A report has now been received from Mr. Kirkland, in which it was stated that his survey indicates [redacted] could readily be used for the desired purpose. [redacted] has indicated complete cooperation should final authority [redacted] be given by the Bureau. Certain recommendations were made by Mr. Kirkland in connection with the [redacted] and are set forth in an attached letter for [redacted]

b2
b7E

RECOMMENDATION

Based upon the survey of Special Agent Kirkland that the proposed [redacted] there is attached for your approval a letter to [redacted] granting authority to [redacted] and containing therein certain suggestions and recommendations in connection with [redacted]

b2
b7E

Attachment

JDD:cmw

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RECORDED

66-2554-4572

EX - 3T

F B I

57 MAR 14 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

~~Classified by: [illegible]~~
~~Declassify on: OADR~~

~~CONFIDENTIAL~~

MAR 18 1946

~~CONFIDENTIAL~~

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COPY FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO DATE: FEBRUARY 15, 1946

FROM : I. W. CONRAD

SUBJECT: FIELD INSTRUCTIONS REGARDING EXTRA BATTERY CAPACITY FOR FM RADIO CARS

By means of instructions to all Special Agents in Charge, a project is in process for extending the operating time of the two-way mobile radio equipment when the car motor is stopped.

It is considered desirable that the Special Agents operating these cars be informed concerning the project since it affects their use of the equipment. In a similar manner, the Manual of Technical Equipment should be altered to reflect the necessary details of the additional battery capacity so that the Agents can refer to that manual when necessary. A bulletin to all Special Agents is considered necessary in addition to the technical manual changes since technical manuals are not issued to each Agent but are maintained in each Field Office in the ratio of about one for every ten agents.

RECOMMENDATION:

A proposed Bureau Bulletin and Technical Manual change are attached for approval.

Attachements

(Bulletin and Manual Change approved by Executive Conference 2/28/46 - Messrs. Tolson, Glavin, Tracy, Nichols, Clegg, Ladd, Mumford, Rosen, Hendon present).

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

RECORDED

FBI

61 MAR 15 1946

INITIALS ON ORIGINAL

RWS:PJD
80-6118

UNCLASSIFIED

Personnel File (5-10-46)
5/9/46

56 JUN 11 1946

ORIGINAL COPY FILED IN

CONTENTS

Section One

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Signal Light 1L-3
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Ultra-Violet Lights 1L-5
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Hydrometer 1L-8
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Other Transmitting Equipment 3R-9
FM Talkie-Talkie Transceiver 3R-10

HR 23013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

RWS:BVR

(typed March 8, 1946)

PROPOSED CHANGE IN THE MANUAL
OF TECHNICAL EQUIPMENT

3R-10-4

Turn the screw marked "DIAL LOCK" (17) to the left until the control marked "TUNING" (18) may be freely moved. Select the desired frequency channel (19) by operation of the tuning control, (18). The frequency on FM cars is slightly less than the line opposite "1" of the channel indicator. Operation on that frequency and on the frequency slightly less than the line opposite "3" of the channel indicator is authorized; no other "channel" setting may be used.

Turn the transceiver ON by turning the control marked "VOLUME" (20) to the right. Turn the knob marked "SQUELCH" to the right (21). In investigative application, ALLOW THE UNIT TEN MINUTES TO WARM TO MINIMIZE FREQUENCY DRIFT. This is not necessary for merely testing the equipment. With the volume control (20) well advanced to the right, turn the squelch control (21) to the left until a rushing noise is heard in the earpiece of the handset and then turn it to the right to the point where the rushing noise just stops. Setting the squelch control to the right beyond this point reduces the receiver sensitivity. This adjustment should be checked every hour and following every change in position or atmospheric conditions.

DO NOT PRESS THE BUTTON MARKED "PRESS FOR DIAL LIGHT & CALIB." (22) UNLESS ABSOLUTELY NECESSARY TO SEE THE DIAL DURING NIGHT OPERATION AND IN ANY CASE PRESS IT ONLY FOR A VERY SHORT TIME. The control marked "INDICATOR ADJUSTMENT" (23) is used for calibration of the unit which should be performed only by technically qualified personnel. The jack marked "RELAY" (24) must not be used.

Careful tuning of the transceiver to the two frequencies mentioned above is required. When operating the units with FM mobile, portable or fixed station radio equipment, further minor tuning may be necessary so that the FM Walkie Talkies will be clearly received by those FM radio equipments.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/2001 [illegible]

RWS:BVR

Technical Manual Revisions
Number 1
Series 1946

To all Offices:

Re: REVISED PAGES OF MANUAL OF TECHNICAL EQUIPMENT

There are enumerated below pages of the Manual of Technical Equipment attached hereto which have been revised. Revisions appearing on these pages may be noted by underlining. The date appearing at the bottom of the pages indicates the date of revision. The new pages should be inserted in the appropriate section and the old corresponding pages should be removed and appropriately destroyed in your office. ~~One of this~~ cover letter should be retained with each Technical Manual ~~so that each Manual can be checked to determine whether or not revisions have been received.~~

until the next revision is issued in order to insure the receipt of all revs.

Reprint of Table of Contents, first page
Reprint of 3R-1-4
Reprint of 3R-10-4

Remove and destroy section 3R-5

Attachment

Revisions printed (dated 5-1-46)
5/9/46 JPR
Assembled & sent c.o.o. for shipping
by [illegible] 5-10-46 [illegible]

F 323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY [illegible]

LMCC

66-2554-4573

RWS:BVR

COPY: FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director DATE: 3/11/46

FROM : D. M. Ladd

SUBJECT: COMMUNIST INFILTRATION OF RADIATION LABORATORY, UNIVERSITY OF CALIFORNIA, BERKELEY, CALIFORNIA (CIRRAD); Internal Security -R.

The Bureau is in receipt of a teletype from the San Francisco Field Office advising that the Manhattan Engineer District Office at Oakland, California, has received instructions from their Headquarters in Washington, D. C., granting permission for them to transfer their case files on individuals and organizations to the San Francisco Field Office. The files of the Manhattan Engineer District at Oakland, California, consist of eight filing cabinets, of which two contain Bureau reports and other correspondence. The Oakland, California, Manhattan Engineer District Office is moving to the University of California on March 25, and they claim that security cannot be guaranteed these files at the University of California. The Manhattan Engineer District plans to retain only a summary card index to these files which they will place in a safe in their office and will personally check these files at the FBI Office when detailed information is desired. These files are arranged alphabetically and are in a condition which the San Francisco Office could utilize without additional indexing. The San Francisco Office requested instructions as to whether they should accept these files.

I recommend that the San Francisco Office be instructed to accept these files and maintain them in a separate unit in their office as they no doubt will be of material benefit in connection with the investigation of this case or may have background data on persons working on the project who may later come under the investigative jurisdiction of the Bureau. If you approve, there is attached hereto a teletype to the San Francisco Office advising them to accept these files and to retain them in the same filing cabinets as a separate unit.

Attachment

Approved by Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Ladd, Nichols, Hendon, and Mumford attending, 3/12/46.

JKL

Director's Notation: "OK H."

JCS:ET

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/93 BY SPSC/bce

RECORDED 66-2657-457

F B I

30 MAR 18 1946

59 MAR 19 1946

INITIALS ON ORIGINAL

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-E
EMPLOYEE: SAC L. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (17) of the Manual of Rules and Regulations requires that Special Agents operating in the headquarters city shall return serials charged out to them within 15 days after they are charged out while providing that Special Agents on road trips and Resident Agents might retain such serials for a 45-day period. It was suggested that this rule be changed to provide that all Agents, irrespective of their assignments, may retain serials for a 45-day period.

ADVANTAGES:
1. Save considerable clerical time in charging, recharging and filing serials.
2. Agents even working in headquarters city find it impossible to complete their investigations in the ordinary course of things within a 15-day period.
3. Desirable uniformity in the handling of the charging out of serials will be achieved inasmuch as the same rule will apply to all Agents.

DISADVANTAGES:
1. There may be a tendency to keep serials out of the files unnecessarily within the 45-day period.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference
Clyde Tolson

E. A. Tamm

66-2524-4575

RECORDED & INDEXED
F B I
39 MAR 18 1946

EX-11 307

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/31/82 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

H. H. Clegg

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY [illegible]

THE JOINT COMMITTEE

SUGGESTION #65-J
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: Section 6B (4) of the Manual of Rules and Regulations provides that when non-expendable property is taken from a field office for use on a plant or technical surveillance notations indicating a place at which an item is being used, the date of transfer, and the initials of the employee handling the transfer are to be made opposite the item on form cc-103, which is the annual inventory. It has been suggested that this be changed to read as follows: "When non-expendable property is taken from a field office for use on a plant or technical surveillance, it should be charged out on the charge-out record of non-expendable property (FD-79) indicating the place where the item is being used, date of transfer and the initials of the employee handling the transfer.

ADVANTAGES:

1. The charge-out record of non-expendable property is used for temporary charge-outs for the field office to individual Agents of non-expendable items, such as cameras, firearms and other technical equipment. To be uniform, all non-expendable items of inventory/not charged to an Agent through a property receipt should be reflected on this form at one place in the office.
2. There is no purpose served through having the notations on the annual inventory sheet.
3. Clerical time will be saved and consistency in clerical operations maintained through handling all such items in one way.
4. It will provide a ready means of making checks from time to time relative to all non-expendable property which is not in the office.

DISADVANTAGES:
None

RECOMMENDATION: Unanimously favorable.

RECORDED & INDEXED 66-2534-4576
67 39 MAR 18 1946

RCH:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RCH:DW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

SUGGESTION 977-G
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That field offices no longer be required to maintain logs, which are now maintained on Bureau form FD-81, of teletypes and telephone calls.

ADVANTAGES:

1. It is not possible to check time and charges on these logs and hence the logs have extremely limited usefulness as a check against the bill submitted by the telephone company.

2. Inaccuracies are very likely to creep into such logs and hence they are not reliable as evidence of all calls or teletypes placed or received.

3. Experience has shown that records maintained by the telephone company regarding such matters are highly accurate and the possibility of errors which might creep in is not sufficient to maintain the logs.

4. If errors do occur in the bill submitted by the telephone company, they are as likely to be in our favor as against us and hence will balance each other over a long period of time.

5. The elimination of these logs would be a step in the reduction of red tape since another administrative procedure would be abolished.

DISADVANTAGES:

1. The logs at least give some record by which the Bureau can verify the placing of teletype and telephone messages.

EX-11

RECORDED & INDEXED

39 MAR 18 1946

RECOMMENDATION: Unanimously favored

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - The Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lanford, Rosen, Nichols and Ladd unanimously approved the suggestion and further recommended the discontinuance of form FD-58 which is a temporary 3 x 5 form from which the material is recorded on FD-81 and which serves no other purpose.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

34 MAR 20 1946

THE DIRECTOR

March 14, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of March 13, 1946, consisting of Messrs. Tolson, Clegg, Nichols, Tracy, Harbo, Rosen, Mumford, Hendon and Glavin considered the desirability of closing the Norfolk Office and combining it with Richmond.

For the Director's information, there are 584 cases pending in the Norfolk Division at the present time and 780 cases pending in the Richmond Division. Of the 584 cases pending at Norfolk, 525 are in the regular investigative category. From a review of the work pending, it is noted that there is a good spread of regular investigative work at Norfolk.

The Conference recommends, therefore, that further action, looking toward the closing of the Norfolk Office, be held in abeyance at this time and further consideration be given to this matter on June 1, 1946.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

WRG:val

EX-11

RECORDED 166-2554-4578

INDEXED

31 MAR 18 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

SUGGESTION #77-B
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. D. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: 1. That "Supervising Office" replace the expression "Office of Origin" in Bureau terminology.

2. That any printed report forms containing the words "Office of Origin" be used up, but when new forms are printed they be changed in accordance with suggestion one.

ADVANTAGES:

1. The term "Office of Origin" is inaccurate and misleading inasmuch as it is used in many instances to refer to offices where in reality the case did not originate.

2. The term "Supervising Office" would clearly denote which office has the responsibility of supervising the case, and it is more descriptive of the true responsibility.

3. Unnecessary expense should be avoided by using up any printed forms already in existence.

DISADVANTAGES:

1. It will be necessary to train the Agents in the use of the new terminology.

2. This change would also initiate many changes in the wording of manual provisions.

RECORDED & INDEXED 166-2551-4579
MAR 18 1946

RECOMMENDATION: Unanimously favorable.
EE:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Mr. Clegg and Mr. Hendon are in favor of the suggestion. The remainder of the Conference consisting of Messrs. Tolson, Tracy, Harbo, Mumford, Rosen, Nichols and Ladd are opposed to the suggestion upon the basis that no particular purpose would be served by the change.

Respectfully,
For the Conference

Clyde Tolson E. A. Tamm

Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ECH:DW

MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/92 BY [illegible]

SUGGESTION #77-A
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. G. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: Section 11A (1) Paragraphs c and d of the Manual of Rules and Regulations makes provision that in certain classifications of cases no investigative report should be submitted, but instead a brief memorandum for the appropriate file should be prepared when all of the following circumstances exist: 1. When the investigation would have been included in an initial opening and closing investigative report. 2. Where no process was issued. 3. Where the inquiry did not originate on the basis of a request from the Bureau or from another governmental agency in the field direct to the field office. 4. Where the information developed was negative and no special reason exists for advising the Bureau. It is suggested that this rule be extended to all classifications of cases.

ADVANTAGES:

1. Uniformity will be achieved and confusion avoided as between cases which can and cannot be closed by memorandum.

2. Where information is negative and no special reason exists for advising the Bureau, there appears to be no particular necessity for submitting an investigative report regardless of the classification of the case.

3. Economy will be achieved inasmuch as useless investigative reports will be eliminated.

4. The exceptions are so general that they will fully protect the Bureau in providing that reports of interest will be submitted.

DISADVANTAGES:

EX-11

RECORDED & INDEXED

66-2554-4580

1. Discretion is placed on field supervisory personnel to decide in what instances material will not be brought to the Bureau's attention with the slight chance that an error in judgment may lead to information of value not being incorporated in a report.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - The Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd unanimously approved the

suggestion with the provision that cases could be closed administratively except that the rule does not authorize closing administratively any case which has background information of possible intelligence value.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon

ECH:DV

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP2/bce

SUGGESTION #65-G
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: Section 6G (5-H) of the Manual of Rules and Regulations sets out what shall be shown on assignment cards and states that it is permissible to use the letters "G," "J," "R," and "I" etc. to indicate the nationalistic tendency of the subject of the report. It has been suggested that there be added to this provision "in espionage and internal security cases."

ADVANTAGES:
1. Present instructions are not clear and the change would indicate definitely that such letters are to be used in espionage and internal security cases where they are pertinent.

DISADVANTAGES:
None

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - The Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lumford, Rosen, Nichols and Ladd unanimously recommended the adoption of the suggestion, recommending, however, that the wording provide that the letters "G", "J", "R" and "I" to indicate the nationalistic tendency of the subject of the report can be used on the assignment cards "in security type cases."

Respectfully,
For the Conference

Clyde Tolson

Mr. Clegg

RECORDED & INDEXED

66-2554-4581

Tolson
A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Leminton
Quinn Tamm
Quinn
Nease
Nancy

5 CMAR 19 1946

March 14, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FOREIGN FIREARMS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/82 BY

The Conference, consisting of Messrs. Tolson, Tracy, Hendon, Clegg, Mumford, Rosen, Harbo on March 14 considered the matter of acquiring foreign firearms. The Laboratory has already acquired quite a number of such weapons and is continuing its efforts with a view to obtaining a complete collection for reference use.

We presently have on hand requests from three field offices (Savannah, Omaha, and Baltimore) that the Bureau arrange to obtain from the Ordnance Division of the War Department a number of foreign firearms to be used by the field offices in connection with their police conferences in April. The Conference was unanimously of the opinion that it would be desirable to endeavor to obtain 8 sets of approximately 12 or 14 foreign firearms from the War Department. It is proposed that one set would be allocated to the Quantico Academy for training purposes. Another set would be available to be placed in a display case for Bureau exhibit purposes in connection with tours. The remaining six sets would be maintained in shipping cases ready for shipment to any of the field offices which desire to use them in connection with police conferences.

The guns received from the War Department for shipment to the field offices would be rendered inoperative upon receipt from the War Department.

If you approve, steps will be taken to obtain 8 sets of the following firearms, or as many of them as are available:

	MAKE	CALIBER	MODEL
GERMAN	Walther	9 mm	P-38
	Luger	9 mm	08
	Mauser (Machine Pistol)	7.63 or 9 mm	With stock holster
	Walther	.32 or .380	PP or PPK
	Schmeisser	9 mm	MP 38 (Parachute model)
	Rifle	7.92 mm	KRIEGSGEWEHR 41W & INDEXED
JAPANESE	Namba	8 mm	21 94 (1934)
	Namba	7.7 mm	
	Arisaka	6.5 mm	
ITALIAN	Beretta	9 mm short	1934
	Glisenti	9 mm	1910

66-2534-4582
F 9 FB 1
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EX-21

(Continued)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

6 MAR 19 1946

	MAKE	CALIBER	MODEL
RUSSIAN	Nagant	7.62	
	Tokarev	7.62	
BRITISH	Sten	9 mm	

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Glenn
Mr. Hendon

RTH:AF

THE DIRECTOR

MARCH 14, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Tracy, Hendon, Ladd, Mumford, Rosen, Harbo and Glavin, considered a suggestion submitted by Mr. Bloyer of the Identification Division concerning working hours in the Identification Division during the summer months.

It was pointed out to the Conference that Mr. Bloyer, an employee in the Technical Section, recommends that the hours for the Identification Division be changed to 8:00 a.m. to 4:30 p.m. for the months of May through September, inclusive. He made this recommendation due to the intense heat in the Armory during the summer as there are no air conditioning units there and he has noticed that the heat of the day is greatest at 4:30. He felt that the Bureau would benefit greatly if the hours were changed.

Mr. Tracy concurred with this recommendation. It was pointed out that if it becomes excessively hot during the coming summer and it becomes necessary to dismiss the employees, we would gain an hour of work for each day they must be dismissed due to the excessive heat. There would still be a coverage from 4:30 p.m.-- the skeleton midnight force.

The Conference was unanimous in agreement that the hours be changed from the present 9:00 a.m. to 5:30 p.m. to 8:00 a.m. to 4:30 p.m. during the months of May through September.

Should the Director agree, appropriate arrangements will be made with Mr. Tracy concerning these hours.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED
INDEXED
EX-6

66-2554-4583
MAR 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Clegg
Mr. Hendon

54 MAR 20 1946

VRG:AB

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY [illegible]

SUGGESTION #65-C
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the manuals specifically require that 1-A exhibits be placed as the first serial in the first section of the case file and that green sheets utilized for the description of bulky exhibits be serialized as 1-B and placed in the first section of the file immediately adjacent to the 1-A envelope. Each subsequent green sheet should be serialized 1B1, 1B2, etc. and placed adjacent to each other in numerical order. At the present time 1-A envelopes containing small exhibits, such as written statements, are ordinarily placed as the first serial in the first section of the case file; however, this is not always uniform and upon occasions small exhibit envelopes are placed as the first serial in subsequent sections. At present the original of green sheets on bulky exhibits will be scattered throughout the various sections of a file since they are filed in chronological order.

ADVANTAGES:

1. A uniform practice would be established in handling 1-A exhibits so that anyone wanting to review such exhibits would know exactly in what section of a file they could be located.
2. Green sheets on bulky exhibits would be located at one place in the file preventing the necessity for Agents to make a search of a large number of sections of a file to determine what exhibits were available.
3. It is logical that the presence and listing of all exhibits should be in one place in the file.
4. It would make it much easier to check the bulky exhibits at the time the case is closed to determine whether they should be disposed of since it could be done very quickly without searching through many serials and many sections.

DISADVANTAGES:

1. It would require clerical employees to dismantle the first section of any file whenever a new bulky exhibit were received.
2. The description and the reflection of the location of the bulky exhibit would not ordinarily be immediately adjacent to the serial or report referring to the exhibit material.

RECOMMENDATION: Unanimously approved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RCH:ER

166-2554-4584

RECORDED & INDEXED

EX-21

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Mr. Tracy was opposed upon the basis that it is better to have the green sheet covering bulky exhibits next to the serial referring to it.

Messrs. Tolson, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd are in favor of the suggestion.

Respectfully,
For the Conference

Clyde Tolson

OK

E. A. Tamm

CC - Mr. Clegg

DCH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#32-3013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SPC/6cs

SUGGESTION #65-H
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That Section 6K of the Manual of Rules and Regulations dealing with firearms be written over and rearranged to read as follows:

(1) Special Agents in Charge are required to maintain an adequate supply of firearms and ammunition in each field office.
(2) Firearms are issued to qualified employees for use on official business.
(3) Special Agents are personally responsible for the maintenance in good condition at all times of firearms issued to them.
(4) Should not be changed.
(5) Should not be changed.
(6) Should not be changed.
(7) Firearms should be unloaded before shipment.

ADVANTAGES:

1. While no change in policy is involved, it is merely a change in wording to more succinctly and properly word present requirements.
2. The old instructions indicate that "pistols" are issued to employees who are qualified to handle them which is not accurate since all types of firearms are so issued.
3. Likewise, the old instructions indicated that firearms are issued to employees for use "in investigative work" where it is believed that the word "on official business" is more descriptive.

DISADVANTAGES:
None

RECOMMENDATION: Unanimously approved.

RCH:ER

11-XH RECORDED & INDEXED 102

66-2554-4585
15 MAR 18 1946

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Humford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

H. H. Clegg

RCH:DM

34 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-K
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That Section 62 of the Manual of Rules and Regulations dealing with gasoline rationing should be eliminated.

ADVANTAGES:
1. These provisions are no longer pertinent since the end of gasoline rationing.

DISADVANTAGES:
None.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lumford, Rosen, Nichols and Ladd.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg

RCH:DW

RECORDED & INDEXED

66-2554-4586
IF B I
7 MAR 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 MAR 20 1946

EX-21

THE DIRECTOR

THE EXECUTIVE CONFERENCE

MARCH 8, 1946

On March 8, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Nichols, Harbo, Tracy and Glavin, considered a suggestion submitted by Mr. Harbo that the Bureau endeavor to purchase smocks for the laboratory technicians.

Mr. Harbo pointed out that laboratory technicians in the performance of their regular duties at many times handle chemicals and acids which spot their regular clothing if smocks are not worn. He further pointed out that the Bureau has not purchased smocks for several years and that the technicians, if they are to secure smocks at the present time, necessarily would have to pay approximately $4.00 a smock for such articles of clothing. It was further pointed out that the wearing of smocks is essential in the laboratory. Mr. Harbo stated that the utilization of this particular piece of clothing is to the advantage of the Bureau, he pointing out that there is a possibility of contamination particularly of blood specimens which is reduced through the wearing of regular laboratory smocks. Mr. Harbo further pointed out that a representative of the Bureau had previously discussed this matter with Judge Holtzoff and although the Judge felt that smocks would be considered part of a personal wearing apparel of the employees in the laboratory [illegible] he, Judge Holtzoff, thought that the problem could be explored further since there was a possibility that smocks could be secured.

For the Director's information, the matter of smocks has been taken up on a number of occasions before the Executive Conference and during the past several years the Executive Conference opposed the purchase of smocks for its personnel. Requests have been made by the laboratory, the Administrative Division for its employees in the Mechanical Section, by Mr. Tracy in the Identification Division for the employees in the Duplicating Section and by Mr. Nichols for certain of the employees in the [illegible] Section. In the past it has been brought to the attention of the Conference that the decisions of the Comptroller General have stated that articles of wearing apparel to be utilized by Government employees in the performance of their regular duties cannot be purchased with Government funds. It was pointed out to the Conference that an effort had been made to purchase nurses uniforms and that a decision had been rendered by the General Accounting Office that such uniforms could not be purchased with Government funds since they were essential to proper performance of duties to the nurses in their profession.

RECORDED 62-29454587

Mr. Tolson
Mr. S. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

54 MAR 20 1946

62

#323063

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The Conference feels at this time that a decision should be secured from the Comptroller General as to whether smocks could be purchased by the Bureau for the use of its laboratory technicians. It is felt that the request to the Comptroller General, which under regulations should be signed by an Authorized Certifying Officer, should cover not only smocks for the laboratory but also other smocks which necessarily must be used by employees.

For the Director's information, certain of the employees both in the laboratory and in other sections of the Bureau have purchased smocks in the past. We also have some smocks still in use which were purchased by the Bureau several years ago. The original purchases of smocks made by the Bureau were purchased on the basis that the smocks would be maintained by the Bureau and would not be assigned to any specific employee.

Should the Director approve, the attached memorandum will go forward to the Department.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK

CC: Mr. Clegg
Mr. Hendon

WDG:AB

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

#323913
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

SUGGESTION #77-D
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS:

1. That Section 110 (1) of the Manual of Rules and Regulations be changed so that the complete title will not be required in closing reports.
2. That this Section be changed so that the complete title will not be required in "Changed" title reports.
3. That this Section which now requires that the complete title be set forth in a report sent to an office which has not received a previous report setting forth a complete title be changed to provide that the complete title shall be required in a report sent to an office which has not received a previous report setting forth the complete title where this information is necessary or useful to the investigation.

ADVANTAGES:

1. A great deal of clerical and stenographic time will be saved in connection with the preparation of reports, particularly those where the title is extremely lengthy.

2. No particular necessity exists for showing the complete title in the situations listed above inasmuch as a previous report showing the complete title has already been submitted, and since any changes made in the title are clearly explained in the first paragraph of the details of the report it is obvious what the correct title of the case is.

3. It will not affect complete indexing at the Seat of Government.

4. A great deal of time will be saved in unnecessary indexing in auxiliary offices which do not have and will never have any interest in the names of the subjects.

5. The dictating agent and the reporting office are qualified to judge when it is necessary to furnish the complete title to an auxiliary office in an initial report and if the full title is found to be necessary, the auxiliary office can easily obtain it through request of the reporting office.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4588

MAR 13 1946

51 MAR 20 1946

11-XH19

MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. It would create a lack of uniformity in the manner of setting forth titles.

2. Possibility that error will creep in in connection with titles that are not brought up-to-date currently when there is a change.

3. Too much discretion is placed in the reporting office in deciding what subjects shall or shall not be indexed in the auxiliary offices.

4. It might require considerable research and review of files to determine the correct name and serials of all subjects, particularly in voluminous cases.

RECOMMENDATION: Unanimously favorable.
ES:EIW
EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Humford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
H.

CC - Mr. Clegg

RCH:DW

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SPS/bc

SUGGESTION #77-F
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. B. Conroy, H. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That communications from the Bureau to field offices on U. S. Memorandum Form show the address "From Director, FBI" instead of from "J. Edgar Hoover, Director, Federal Bureau of Investigation."

ADVANTAGES:

1. In view of the fact that such communications are within the Bureau, it is not necessary to show the Director's name or the lengthy appellation designating Federal Bureau of Investigation.

2. Considering the large number of memorandum communications going to the field considerable saving in stenographic and typing time will be the result over any extensive period of time.

3. It will effect more consistency in intra-Bureau correspondence since by present rules letters addressed from the field to the Bureau on this same form merely set out "Director, FBI." Most letters to SAC's are addressed "SAC, Charlotte."

DISADVANTAGES:

1. Outgoing communications to other government agencies are prepared in the Bureau on the same form on which it is necessary to set out the Director's name and the full name of the Bureau. A change in the present practice will make it necessary for the stenographic personnel at the Seat of Government to follow different practices on outgoing communications to the field and to other agencies.

RECOMMENDATION: Unanimously favorable.
ES:EN

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference with Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
Respectfully,
For the Conference
INDEXED

66-3551-4589

EX-11

Clyde Tolson

E. A. Tamm

Mr. Clegg

HCH:mr

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323613

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

SUGGESTION #65-L
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That paragraphs one and two of Section 7-B of the Manual of Rules and Regulations be changed to read as follows:

"Investigative information desired from an individual located in another field division shall be obtained through that office unless extraordinary haste requires direct communication. When the exigencies of a case, emergencies or economy and common sense dictate, an employee may enter an adjoining field division when authorized by his Special Agent in Charge. The Special Agent in Charge of the field division which is entered shall be advised immediately. It is not necessary to forward a copy of the report on investigations so made to the field office whose territory was entered."

ADVANTAGES:

1. These changes eliminate the requirement that when investigative information is obtained from an individual located in another field division that office is to be advised of all facts and furnished a copy of the telegram or teletype letter or synopsis of the telephone conversation covering the inquiry. It further eliminates the requirement that the Bureau be advised when a Special Agent enters an adjoining field division.
2. The rule presently is seldom abided by because no purpose is served either through furnishing the information to the adjoining office or in advising the Bureau of entry into an adjoining field division.
3. Unnecessary correspondence to the Bureau will be eliminated because no purpose is served through the New York Office's advising the Bureau when its Agents must travel over into the immediately adjoining area within the Newark Office.

DISADVANTAGES:

1. Instances might conceivably arise where it would be of some advantage to the Bureau or Agent in Charge of an adjoining office to follow the present rule.

RECOMMENDATION: Unanimously approved.

EX-21 RECORDED & INDEXED 18

62-25454-4592

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

CLYDE TOLSON

E. A. TAMM

RCH:ER

62 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [illegible]

SUGGESTION #65-D
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (15) of the Manual of Rules and Regulations states that all official files shall remain in Bureau offices except in cases of imperative necessity when prior authorization for their removal shall be obtained from the Special Agent in Charge and that "this rule shall apply also to the removal of papers from an individual file." A recommendation has been made that the last sentence of this section, quoted above, be deleted.

ADVANTAGES:

1. The sentence is inaccurate since it has never been required that specific authority be obtained from the SAC for the removal of serials from a file for their necessary use in the investigation or trial of a case.
2. It is often necessary in the trial of a case to remove exhibits, papers, signed statements, etc. from the files and take them from the office to the United States Attorney without specific approval of the Agent in Charge.
3. If literally applied, the rule would mean that no serial could be charged out without first obtaining specific approval from the Agent in Charge.

DISADVANTAGES:
None.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: *3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.*

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED 67

66-2554-4591

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg

RCH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 cw/bce

SUGGESTION #65-A
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That Section 6E (2) of the Manual of Rules and Regulations, paragraph A, be changed to read as follows: "The name and aliases of each subject of an investigation, Identification Order, or Wanted Flyer. Separate index cards shall be made for each name and alias and the Identification Order or Wanted Flyer number shall be placed on each card."

ADVANTAGES:
1. This will bring up to date in the Manual existing instructions previously issued through the Clerical Manual on January 22, 1945, to include provisions relative to Wanted Flyers.

DISADVANTAGES:
None

RECOMMENDATION: Unanimously favorable.
RCH:LR
EXECUTIVES' CONFERENCE CONSIDERATION: *3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.*

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2551-4592

EX-8

62

54 MAR 20 1946

THE DIRECTOR

3/14/46

THE EXECUTIVES' CONFERENCE

NEW AGENTS' CLASSES

The Executives' Conference on March 6, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, unanimously recommended that the New Agents' Classes beginning on March 18th be held from 9:00 A.M. to 6:00 P.M. daily with one hour for lunch and no Saturday or Sunday classes.

It had been recommended that schools be held Saturday and on alternate Sundays but since it was pointed out that there would be a requirement for compensatory leave at the end of the school there would be no savings to the Bureau and therefore the unanimous recommendation for regular hours 9:00 to 6:00 daily five days a week was submitted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2554-4593

EF DR E

31 MAR 18 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

EX-21

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

62

MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-B
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

#3230.13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (3) of the Manual of Rules and Regulations deals with the handling of matters placed in zero files and sets out specific instructions as to how such material is to be serialized. The last sentence reads as follows: "It is realized that this may require a small amount of additional time for filing but it will facilitate review of previous correspondence relating to the same individual, require fewer volumes of an "O" file to be withdrawn from the file cabinets for a Special Agent to review, and, when necessary, make the initiation of a new, separate file on the subject easier."
It is suggested that the last sentence, quoted above, be eliminated from this Manual section.

ADVANTAGES:
1. The instructions are explicit and this sentence is merely unnecessary explanation and serves no purpose.

DISADVANTAGES:
None

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: *3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.*

Respectfully,
For the Conference,

Clyde Tolson

66-2534-4594

RECORDED & INDEXED

E. A. Tamm

22 MAR 13 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Chase

Mr. Clegg

EX-27

42

20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SJS/bc

SUGGESTION #65-F
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (19) of the Manual of Rules and Regulations provides that when a serial or file requested by an Agent is not available a clerical employee in the Chief Clerk's Office is to fill out a routing slip and send it to the Agent requesting the file, advising him of the fact that the file is charged out, but will be routed to him upon its return. It was suggested that this provision be eliminated.

ADVANTAGES:
1. It will save a great deal of clerical time since it is now necessary for the clerks to fill out these routing slips in a large number of cases where the files are out on tickler or charged to other Agents.
2. No purpose is served by the requirement since it is obvious to the Agent not immediately receiving the file that it is charged out or for some other reason is not available to him.
3. Other provisions require that when the serial or file is available it is to be sent to the Agent without an additional request from him.

DISADVANTAGES:
1. At present the Agent is specifically informed that the file is not being sent to him because it is unavailable while if the rule is changed this must be assumed.
2. The failure to receive notification that a file is not available might be used as an excuse by an Agent for failure to take necessary action.

RECOMMENDATION: Unanimously approved.

RECORDED & INDEXED 166-2554-4595
31 MAR 18 1946

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Messrs. Tracy, Rosen and Lumford are opposed. Messrs. Tolson, Harbo, Hendon, Clegg, Nichols and Ladd recommend the adoption of the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

62

MAR 20 1946

THE DIRECTOR 3/15/46

THE EXECUTIVES' CONFERENCE

NA APPLICANT - 32ND SESSION

The Executives' Conference on March 14, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, Mumford, and Clegg, gave consideration to the application of Mr. Russell Adgate of Middletown, New York, Police Department and his investigation was entirely favorable except that he had a reducible hernia and wears a truss. His doctor has stated that he is physically active. His department has already appropriated the funds for his attendance and Assistant SAC Belmont of the New York Office advises that if he can attend it will be a matter of the Middletown, New York, Police Department being almost a part of the FBI as far as cooperation is concerned and if he does not attend it will interfere with cooperation in the future.

The Executives' Conference unanimously recommended that this individual be permitted to attend.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

31 166-2554-4596
IN IB II

31 MAR 18 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY

EX-75

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

54 MAR 20 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

3/14/46

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Mumford and Tracy on March 13, 1946, considered a suggestion that the "Obsolete" file in the Identification Division be renamed.

The "Obsolete" file is a separate file consisting of the fingerprints of those persons fifty-five years of age and over and is maintained as a separate file in view of the infrequency in which persons in this age group are arrested. The maintenance of the file helps in reducing the number of prints in the criminal file proper. The same type of file is being started in the noncriminal file.

The Conference was unanimously of the opinion that the designation "Obsolete" should be dropped and recommends that it be referred to as the "Reference" file. The designation to be used on index cards and fingerprint cards will be Ref. Stamps will be prepared if the suggestion is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
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DATE 8/31/92 BY [illegible]

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED 166-2554-4597
IF IS E
31 MAR 18 1946

EX-132

SJT:obp

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

obp

62

54 MAR 20 1946

THE DIRECTOR 3/14/46

THE EXECUTIVES' CONFERENCE

COUNSELORS FOR THIRTY-SECOND SESSION
FBI NATIONAL ACADEMY

As counselors for the 32nd Session of the FBI National Academy beginning April 8, 1946, it being recommended that the customary procedure of having one experienced counselor and one inexperienced counselor be approved, the Executives' Conference on March 13, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, Hendon and Clegg, recommended unanimously as follows:

For Experienced Counselor - first choice - Morris A. Ruebright, Memphis Office
second choice - Samuel D. Smith, Charlotte Office

For Inexperienced Counselor - first choice - James E. McArdle, Chicago Office
second choice - Calvin B. Howard, Newark Office

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
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DATE 8/31/92 BY SP2 Sa/bce

RECORDED 166-2554-4598
INDEXED
31 MAR 18 1946

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MIC:PJ

54 MAR 20 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

RTM:VH 66-6200-42

TO : The Director DATE: 3-5-46

FROM : A. ROSEN

#323,013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/31/92 BY

SUBJECT: DESERTERS - RECORDS AT ORGANIZATIONS
RECORDS BRANCH, ADJUTANT GENERAL'S OFFICE,
SAVANNAH, GEORGIA

In Bureau Bulletin 45, Series 1945, issued July 18, 1945, Subsection b, the field was advised that while no personnel records of value could be located at the above place, that organization records were maintained in the above branch of the Adjutant General's Office.

The Bureau is now in receipt of a letter from the Savannah Division reflecting that all organization records heretofore maintained at Savannah, Georgia, are now being moved to the National Archives, Washington, D. C., and Saint Louis, Missouri. All organization records subsequent to 1938 will be available in the future at the Adjutant General's Office, Saint Louis, Missouri, and those in the year 1938 and earlier will be maintained at the National Archives, Washington, D. C.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin, which sets out the new location of these records, be issued to the field.

ADDENDUM: AR:ww 3-12-46. The Executive Conference today approved the attached Bureau Bulletin, with Messrs. Tolson, Glavin, Tracy, Harbo, Mumford, Nicholas, Ladd and Rosen in attendance.

Director's notation: "OK HH"

RECORDED 66-2554-4599

F B I

80 MAR 18 1946

EX-2

ORIGINAL COPY FILED IN 66-6200-42

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-31-2011

THE DIRECTOR

~~CONFIDENTIAL~~

March 15, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference, March 6, 1946, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present considered the suggestion of SAC Schlenker of San Juan that the files of that office entitled "Foreign Travel Control" which consist of seventeen volumes composed almost exclusively of copies of radiograms transmitting lists of passengers traveling to the United States via Pan American Airways be destroyed.

Destruction of Bureau Property

The Conference unanimously recommended that such material be destroyed. There is attached hereto a letter to Mr. Schlenker accordingly.

Attachment

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:hem

RECORDED
INDEXED
135

166-2554-4600
IF IS I
31 MAR 19 1946

EX-7

ALL INFORMATION CONTAINED
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WHERE SHOWN OTHERWISE.

#323013
8/31/94
Classified by
Declassify on: OADR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

42

~~CONFIDENTIAL~~

THE DIRECTOR March 15, 1946

EXECUTIVES' CONFERENCE

~~COMMUNIST MEMBERSHIP INDEX~~
~~ADMINISTRATIVE AID TO NATIONALISTIC TENDENCY CHARTS~~

In his inspection of the Cleveland Field Office, Assistant Director E. J. Connelley found that office maintaining an index consisting of approximately three thousand cards of five by eight inch size, containing identifying data, including the pictures of the various members of the Communist Party in that district. These cards are maintained as an administrative aid for the nationalistic tendency charts on Communist organizations and also for ready reference purposes concerning the background, occupation, affiliations, and identification of the various Communist Party members. They include, of course, all Communists who are included in the Security Index File and those whose names appear on the nationalistic tendency charts and, in addition, others who are of interest but not of sufficient importance to include on the chart or in the Security Index File. The Cleveland Office has also noted on the back of each of these cards the dates of reports submitted and has been using the cards to some extent in following the actual investigations.

The Executives' Conference, with Messrs. Tolson, Glavin, Tracy, Carbo, Clegg, Mendon, Ladd, Rosen, and Mumford in attendance, considered this matter and was unanimous in concurring that these cards are justified and serve a useful purpose. It is, therefore, the unanimous opinion of the Conference that the Cleveland Office should be authorized to retain them but should be instructed to discontinue the notations relative to the submission of reports since that information already appears on the assignment cards and this file should not be used for supervision of cases.

There is attached for your approval a letter to the Cleveland Office if you concur.

Respectfully,
For the Conference

RECORDED
EX - 67 INDEXED
Clyde A. Tolson

Edward A. Tamm

#323013

ALL INFORMATION CONTAINED
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DATE 9/1/92 BY

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Carbo
Mendon
Pennington
Quinn Tamm
Mr. Neade
Miss Gandy

Attachment

cc Mr. Clegg
Mr. Mendon

JRM:CAB

54 MAR 20 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

MAJ:JW

TO : Mr. Nichols DATE: 3/8-46

FROM : M. A. Jones

SUBJECT: FBI LAW ENFORCEMENT BULLETIN

In connection with the survey recently made soliciting ideas for material for use in the above publication Special Agent Dwight J. Dalbey submitted through his SAC a suggestion that the name of the publication be changed to "The Law Enforcement Bulletin" with a subheading reading something as follows: "Published by the FBI for the confidential use of law enforcement officials." Agent Dalbey pointed out that the title would carry the impression this publication is the one and only Law Enforcement Bulletin and that it is the general organ of the trade and not just a publication of the FBI.

I feel that this suggestion has considerable merit. The Bulletin is designed primarily to carry a message from the Bureau to local law enforcement officers. We do not want the FBI angle to be too obvious. It is suggested that you may desire to have this matter considered by the Executive Conference.

ADDENDUM; LBN:HBM; 3/15/46

The Executives Conference, consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Hendon, Harbo, Tracy, Ladd and Nichols, unanimously recommended against any change in the name of the FBI Law Enforcement Bulletin.

Director's Notation: "OK H."

#323013

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RECORDED 66-2551-4602

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EX-7 57 MAR 19 1946

INITIALS ON ORIGINAL

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58 MAR 27 1946

ORIGINAL COPY FILED IN

ADJUP THE DIRECTOR 3-14-46

The Executive Conference

SELECTIVE SERVICE PROSECUTIVE POLICY

The Executive Conference on March 13, 1946, attended by Messrs. Tolson, Clayton, Tracy, Harbo, Mumford, Rendon, Cleveland, Nichols, Ladd and Egan, unanimously approved the attached Bureau Bulletin which sets out information concerning Supplement D3 of Circular No. 3401, issued February 20, 1946, by the Department to all United States Attorneys to advise them of the Attorney General's policy concerning Selective Service cases. It is pointed out that under this policy Selective Service cases are to be closed "only if the investigation clearly establishes the absence of a wilful evasion," and that even though the Act expires on May 15, 1946, the Attorney's General's policy is to prosecute all wilful evaders for violations committed prior to that date.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc-Mr. Rendon
Mr. Cleveland

#323013
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DATE 9/1/92 BY SSC/bc

RECORDED 166-2554-4603
EX-59
19 MAR 29 1946

62

MAR 20 1946

cc-Mr Rosen
Mr E A Tamm
Mr McCabe
Mr Martin

THE DIRECTOR 3-13-46

The Executive Conference

RECORDING STATISTICS

The Executive Conference on March 13, 1946, attended by Messrs. Tolson, Clegg, Glavin, Harbo, Hendon, Ladd, Mumford, Nichols, Tracy, and Rosen, unanimously agreed that the present procedure with reference to the handling of fugitives should be continued and that there should be no change in the Bureau's method of handling fugitive cases. All Escaped Federal Prisoners, Deserters, and subjects whose whereabouts are unknown at the time process for arrest is issued would be considered fugitives for Bureau purposes.

Messrs. Hendon and Clegg recommended that the procedure in recording statistics be changed. They suggested that, since under the new rules of criminal procedure warrants may be executed any place within the jurisdiction of the United States, it would be desirable to record statistical information on the basis of "the apprehension and location of persons for whom Federal warrants have been issued." The majority of the Conference comprising Messrs. Tolson, Glavin, Harbo, Ladd, Mumford, Nichols, Tracy, and Rosen maintained that to refer to our accomplishments on the basis of persons arrested or located would be weak and ineffectual as compared to the use of the term, "fugitives apprehended."

The majority recommended, therefore, that fugitive statistics be recorded as heretofore.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
311 11-XR 166-2554-4604
MAR 19 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#333013
ALL INFORMATION CONTAINED
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DATE 9/1/92 BY Spec/Bce

MAR 20 1946

COPY: FC

OFFICE MEMORANDUM -- UNITED STATES GOVERNMENT

INITIALS ON ORIGINAL

TO : MR. R. T. HARBO DATE: FEBRUARY 20, 1946

FROM : I. W. CONRAD

SUBJECT: MOTOROLA TWO-WAY RADIO EQUIPMENT

In accordance with your instructions on the afternoon of February 15, 1946, I called Mr. Eugene Gobel of the Motorola Company at Chicago relative to the Bureau's recent order for 245 automobile two-way radio units.

With regard to the type of microphone being furnished, it is noted that our order (Procurement Order #33370 as modified by amendments dated August 31 and October 15, 1945) calls for a small hand microphone (radio set model FMTR-50-D.C-1) whereas the equipment actually being delivered is supplied with a so-called telephone handset. In view of the fact that a telephone handset ordinarily would be considerably more conspicuous, it was deemed necessary to prevent the shipment of any such additional microphones. Accordingly, Gobel was instructed to correct this situation on the remaining undelivered units and to supply exchange microphones to those Field Offices where shipment already has been completed. He stated that this would be done. He further advised that approximately half of the total quantity already had been shipped.

With regard to an inquiry from one of the local contractors presently installing one of the Motorola units relative to the antenna cable supplied, Gobel advised that this cable is standard equipment, engineered for the purpose, and not an inadvertent inclusion of a unsuitable receiving type of cable.

With regard to an additional inquiry relative to the two-channel change-over kit, Gobel confirmed the previous information that this unit was being furnished and was already mounted inside the transmitter rather than being furnished as a separate unit.

ACTION

A bulletin and SAC letter to the Field are being prepared advising the Field of the situation relative to the incorrect type of microphones being furnished and covering the other questions raised.

APPROVED BY EXEC CONF 3/5/46
Present: Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Mumford, Rosen and Harbo.

IWC:PJD

Executive Conference

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/1/92 BY

RECORDED

166-2954-4605

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48 MAR 18 1946

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5 MAR 22 1946

THE DIRECTOR 3-19-46

The Executive Conference

NEW RULES OF CRIMINAL PROCEDURE FOR THE DISTRICT COURTS OF THE UNITED STATES

The Executive Conference on March 19, 1946, attended by Messrs. Tolson, Glavin, Tracy, Carbo, Lanford, Hendon, Clegg, Nichols, Ladd and Rosen, unanimously recommended that the attached Bureau Bulletin go to all Field Offices and all investigative employees. It relates to the new Rules of Criminal Procedure for the District Courts of the United States, effective March 21, 1946.

It was also recommended that a pamphlet containing all of the rules with reference to the new criminal procedure be made available to Field Offices.

The changes which affect the Bureau's operations have been incorporated in the attached Bulletin.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

#323013
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DATE 9/4/92 BY Spec/Bce

OK

CH:MP
Attachment
cc-Mr. Clegg
Mr. Hendon

RECORDED 66-2554-4606
F B I
MAR 20 1946

INITIALS ON ORIGINAL - 12

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 25 1946

ORIGINAL FILED IN 66-2554-62-57

(Typed March 21, 1946)

PROPOSED CHANGE FOR FBI HANDBOOK

PART 1, PARAGRAPH 41

Upon apprehension of or dismissal of process against a fugitive who is not subject of a Wanted Flyer or Identification Order, the Bureau and office of origin shall be advised by teletype. The office of origin shall then advise all auxiliary offices having leads outstanding to discontinue investigation and to indicate the reason for the discontinuance of the investigation.

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DATE 9/1/92 BY SBR/bc

RECORDED 66-2[illegible]-7-4607
F. B. I.
100 MAR 14 1946

Approved by Executive Conference 3-5-46.

CJM:LS

M 337

51 MAR [illegible]

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SUGGESTION #77-H
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/6/92 BY SP5C/bce

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: 1. That telephones installed in offices occupied by Resident Agents be listed under the name Federal Bureau of Investigation with an added line "If no answer call _____" (the headquarters city telephone number.) 2. That there be a provision whereby the words Resident Agent, Federal Bureau of Investigation, Room Number, be allowed on bulletin boards in public office buildings occupied by Resident Agents, and that there be allowed on the door of the offices occupied by the Resident Agents the following as an example: Resident Agent, Federal Bureau of Investigation, U. S. Department of Justice. (Main Office 234 U. S. Court House, Foley Square, New York City, Telephone Rector 2-3515) The material covering the headquarters address would, of course, be placed in small lettering.

ADVANTAGES:

1. It would enable the public to get into contact with the Resident Agent much more easily and hence should result in more work in the Bureau's jurisdiction being reported to it.

2. All other agencies in the federal buildings have their names on the space occupied by them and thus a bad impression is gained through the failure of our office space to be similarly identified.

3. Many members of the public are already in possession of information as to the location of the Resident Agent's office and the failure to provide this information to the general public results in unfair discrimination to individuals not in possession of such information.

4. Individuals attempting to locate the office space or Resident Agent's telephone number are forced to make innumerable inquiries of custodians and others and are greatly inconvenienced.

5. The adoption of this suggestion would in no way interfere with persons communicating with the headquarters city office inasmuch as the information as to the location of the headquarters city office is to be set out on the door and in the telephone directory.

Executive Conference

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

RECORDED & INDEXED

62

57 MAR 21 1946

66-2554-4608

MEMORANDUM FOR THE DIRECTOR

6. The fact that the headquarters office is mentioned with the Resident Agency information gets away from the objection that the listings would lead to the development of independent offices within the territories.

DISADVANTAGES:

1. It might have a tendency to develop independent sub-offices in Resident Agencies.

2. Resident Agents are absent from the office on investigations most of the time, and individuals who telephone the Resident Agent's office will feel that our representatives at Resident Agencies are negligent and are not attending to their duty and are not giving desirable public service.

RECOMMENDATION: Unanimously favorable.
ES:ELW
EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Hunford, Clegg and Hendon are in favor of the Committee's recommendations for all of the reasons stated, feeling that it would definitely be to the advantage of the Bureau and that the listing of the Resident Agencies as indicated would in no way tend to build up sub-offices.

Messrs. Glavin, Tracy, and Harbo are in favor of listing the room numbers of Resident Agencies on building bulletin boards but are not in favor of telephone listings or printing on the doors. They base their recommendation upon the feeling that much of the space occupied by Resident Agencies is not sufficiently permanent to merit listing in telephone directories. They point out that in some instances we are occupying space at the sufferance of Judges or U. S. Attorneys and from time to time must move from the space upon short notice.

Messrs. Tolson, Rosen and Ladd are opposed to all of the recommendations upon the basis principally that they would tend to create sub-offices throughout the field divisions. They feel that with these listings members of the public would expect someone to be in attendance at the offices and would be critical upon calling in person or telephoning and finding no one present. They further feel that if these listings are made the number of calls would increase to the point where Agents in Charge would be next requesting typing or stenographic help at the offices or requesting that a Special Agent be on permanent duty in the offices.

Respectfully,
For the Conference

Mr. Clegg *Clyde Tolson* *E. A. Tamm*

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Lease
Mr. Candy

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5 [illegible]

SUGGESTION #14-C
EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: Frequently complete information does not appear in the synopsis of facts and occasionally it is not found in the details to permit the accurate, prompt and easy recording of statistical information. It is suggested that a savings of time and effort would result if the Bureau would issue information to the field setting forth the details necessary to aid the agents in having incorporated in the synopsis all information which is recorded for statistical value at the Bureau.

ADVANTAGES:

1. Saving of time of supervisors and clerks in recording of statistics.

2. Insuring that all statistics will be recorded.

3. It will give all agents a better appreciation of the value and uses of statistical data.

DISADVANTAGES:

1. It does require the setting forth of information which would be available to all agents in bulletin form as to the details of data recorded by the Bureau as statistics.

RECOMMENDATION: Unanimously favorable.
HHC:ELM

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Lumford, Rosen and Clegg.

RECORDED & INDEXED 66-2551-4609

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

32 MAR 20 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Pennington
Quinn Tamm
Nease
Gandy

1 MAR 22 1946

Clegg

THE DIRECTOR

MARCH 18, 1946

THE JOINT COMMITTEE

SUGGESTION #14-B
EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5 Cilbe

MEMBERS PRESENT: H. K. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: Twenty-five three by five cards on Bureau fugitives on whom positive identification has been made are prepared from fugitive memoranda submitted by the Identification Division and are transmitted to the Crime Records Section for publication in the FBI Law Enforcement Bulletin. The suggestion is that an additional copy of the fugitive memorandum be prepared by the Identification Division and returned to the Bureau supervisor who would add any additional information such as the type of case, and these copies with the additions could then be sent to Crime Records for use in preparing the inserts in the FBI Law Enforcement Bulletin.

ADVANTAGES:

1. It would save duplication of copy and dictation.

DISADVANTAGES:

None -- The Identification Division feels this can be done without upsetting their production line.

RECOMMENDATION: Unanimously favorable.
HEC:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Candy

Mr. Clegg

66-2554-4610
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39 MAR 20 1946

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

#323013
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DATE 9/6/92 BY 3050/Lace

SUGGESTION #14-D
EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, P. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the daily delinquency reports by divisions at the Seat of Government be eliminated and that there be substituted a weekly delinquency report.

ADVANTAGES:

1. Saving of typing.

2. They are hardly necessary due to the fact that the conditions in the divisions do not change materially from day to day.

3. It would become less routine and should eliminate corrective action when the weekly reports are observed by the Assistant Directors.

4. A better standard of comparison is set up when the reports are a week apart.

5. A great deal of research is required daily in order to compile the delinquency report which could better be expended in getting a communication out.

DISADVANTAGES:

1. A less frequent tabulation of delinquencies would be available for any purposes.

RECORDED 66-3554-46
& INDEXED 14-XR

RECOMMENDATION: Unanimously favorable.
EAC:FLH
EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Tolson, Glavin and Tracy are opposed to the recommendation feeling that a daily delinquency report is necessary. Mr. Tracy specifically pointed out that his daily report in the Identification Division was statistical in nature rather than merely a straight delinquency proposition and as such was more easily and accurately compiled on a day to day basis.

The remaining members of the Conference consisting of Messrs. Harbo, Hendon, Ladd, Lumford, Rosen and Clegg recommend the adoption of the suggestion for the advantages stated above.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Harbo
Hendon
Lumford
Clarke
Quinn Tamm
Nease
Candy

Respectfully,
For the Conference

Clyde Tolson *E. A. Tamm*

56 MAR 21 1946

ECH:bg

The remainder of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Nanson and Clegg are in favor of the recommendation, pointing out that in effect it merely legalizes the present practice.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323,013

SUGGESTION #77-C
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/93 BY SP5 [illegible]

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. S. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That Section 11B (1) (a) of the Manual of Rules and Regulations be changed to permit field offices to submit RUC reports in cases where the office receiving initial information regarding a case completes the investigation in its territory. At present, this manual provision is to the effect that where a field office receives initial information concerning a case which requires no investigation whatever in its own division, such information may be transmitted by letter or report to the appropriate office with a request that it initiate investigation and consider itself the Office of Origin.

ADVANTAGES:

1. Unnecessary correspondence requesting changes in the Office of Origin will be eliminated in the frequent situations where the office receiving the initial complaint completed the investigation in its territory and where another office would logically become the Office of Origin.

2. The field is already following this practice to some extent which would now be legalized.

DISADVANTAGES:

It might be regarded that this would leave too much discrimination in the hands of the individual field office in deciding the Office of Origin which has always been the responsibility of the Bureau.

RECOMMENDATION: Unanimously favorable.
ES:ELN

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Ladd, Mumford and Rosen are opposed to the suggestion upon the basis that no difficulty is presently being experienced and in the belief that the rule would permit offices to arbitrarily designate some other field division as the Office of Origin, thus getting rid of unpleasant cases.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4612

F B I

7 MAR 20 1946

62

8 MAR 21 1946

VRG:AB

THE DIRECTOR

MARCH 18, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/4/92 BY

On March 12, 1946, the Executive Conference, consisting of Messrs. Tolson, Tracy, Hendon, Ladd, Mumford, Rosen, Hendon and Glavin, considered a suggestion submitted by Mr. Sizoo of the laboratory concerning 3 cameras designed for concealment in empty radio cabinets.

For the Director's information, we have these cameras set up in small radio cabinets for the purpose of taking photographs without the subject knowing of his being photographed. Two of these cameras are in good operating condition but the third is in need of repair and lacks an empty radio cabinet for disguise of the camera.

It was pointed out to the Conference that when they were originally purchased by the Bureau, they were used in the New York and Chicago Offices and at the Seat of Government. At the present time they are not being used but it is believed that they are of potential value in certain types of investigations necessitating the use of a concealed camera. They can be successfully operated in an office with only the average office illumination present. It was pointed out to the Conference that one of these cameras was used successfully last year in the Dinco Case. Mr. Sizoo recommended that the field be apprised of the availability and possibility of such equipment by bulletin.

The Conference felt that these cameras should remain in Washington and there is no objection to them being transferred to the Photographic Unit for storage purposes.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

EX-11

RECORDED & INDEXED

166-2554-4613

MAR 20 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

CC: Mr. Clegg
Mr. Hendon

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: February 26, 1946

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION #9B
EMPLOYEE: MR. H. H. CLEGG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/1/92 BY

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That parole reports be eliminated.

ADVANTAGES:

1. A tremendous saving in clerical and Agents' time.
2. Probation officers have been appointed to collect the data contained in such reports and to furnish such information to the Parole Board for recommendation.
3. U. S. Attorneys submit a parole report and recommendation prepared substantially upon the facts contained in Bureau Agents' investigative reports.
4. The Probation officers, the U. S. Attorneys and the Parole Board have access to the information in FBI investigative reports, since copies of such reports are furnished to the Department Records Division and the U. S. Attorneys.
5. Unless work not absolutely necessary for the completion of the investigation from the FBI standpoint is conducted, information is not always available for a complete and adequate parole report.
6. The Bureau receives no benefit from the parole report.

DISADVANTAGES:

1. It would deprive the Parole Board of these reports which they have in the past claimed to be helpful and valuable. However, the submitting of parole reports was suspended during the war with no indication of improvement or ill effects on the system of paroles and, further, since the reports are available to the Parole Board in the Department's files.

This is merely doing clerical work and Agents' work for the Parole Board which the Bureau gets no compensation or special appropriation for, and in view of the reduction in appropriation and clerical staff, this is a burden, the continuation of which is not justified.

RECOMMENDATION: Unanimously approved.

EXECUTIVES' CONFERENCE ACTION: The majority of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Mumford, Ladd and Rosen disagree with the Special Committee's recommendation and believe that the parole reports should be continued.

RCH/wl

57 APR 3 - 1946

RECORDED 66-2561-4614

EX-22

F B I

61 MAR 20 1946

ORIGINAL COPY FILED IN

It was their belief that the Bureau had an obligation to provide the Parole Board with information bearing upon the advisability of paroling subjects in Bureau cases. It was also pointed out by these members of the Conference that most law enforcement agencies submit reports of a similar nature upon which institutional or parole action is based and further that if the Bureau at any time takes a definite stand against improper parole practices we would be subject to criticism if we refused to furnish parole reports to the Federal Parole Board.

Messrs. Harbo, Hendon and Clegg supported the Committee's recommendation for the reasons stated above under advantages. They definitely feel that while it is very nice to submit parole reports the Bureau obtains no benefit fromthem and because of the saving in Agents and clerical time they should be discontinued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: March 19, 1946

FROM : A. Rosen

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5C/bc

SUBJECT: THEFT FROM INTERSTATE SHIPMENT VIOLATIONS

The Bureau, on October 24, 1945, forwarded to each division a number of posters illustrating our jurisdiction in Theft from Interstate Shipment matters. These posters were distributed to trucking companies, railroad freight terminals, warehouses, piers and docks and express agencies throughout the United States. They were received with much enthusiasm as is evidenced by the fact that approximately 55,000 additional copies of the poster have been distributed to augment the original printing of 30,000.

Inasmuch as the posters have now been in the hands of the agencies referred to above for several months, it is believed that the time is right to conduct a "follow-up" campaign in an effort to further improve our coverage in Theft From Interstate Shipment matters. This "follow-up" campaign would be in the form of a program in each division for the development of contacts, sources of information and confidential informants in the various major trucking concerns warehouses, railway express agencies, the piers and docks of our seaport and lake port citites, in garages where the trucks and trailers of major carriers are serviced and in the larger roadside restaurants and taverns where over-the-road trailer drivers regularly congregate. Many of our major Theft From Interstate Shipment cases have occurred through the connivance of employees of the carrier or warehouse or of persons working on the pier or dock where the goods are handled. These persons are in an excellent position either to "case" the shipment and advise the thieves of the contents of particular trucks or to actually steal the merchandise themselves.

It is suggested that an improved informant coverage in the agencies and areas named above would greatly enhance our position in coping with the major Theft From Interstate Shipment cases which are certain to arise in the future.

ACTION TO BE TAKEN

Attached, subject to your approval, is a letter to all Special Agents in Charge containing instructions that a program looking toward the development of contacts, sources of information and confidential informants in the facilities named above should be instituted immediately. The field is also being instructed to be alert to the development of informants among pawn shop employees and operators and in the vicinity of places where large fences are believed to be operating.

Attachment

ADDENDUM: AR:TW 3/13/46 Approved today by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd and Rosen in attendance.

INITIALS OF PERSON MAKING RECORD

CC: LS DIR Director's Notation: "OK. H."

ORIGINAL COPY FILED IN 66-2554-4615

F B I

EX-69 49 MAR 22 1946

58 APR 2 1946

THE DIRECTOR

March 20, 1946

THE EXECUTIVES' CONFERENCE

RECEPTION FOR FBINA

It has been previously approved that instead of a banquet for the present class there would be a Dutch Treat Reception. It will be held at the Mayflower Hotel in the Main Ballroom on the lobby floor at 6:00 P.M. Wednesday, March 27, 1946. It will continue until 7:30 P.M.

Mr. Rogers will meet the Director and he will be accompanied by Mr. Carlson who will take care of any phone calls from the Bureau that might be received on this occasion. The introductions to the Director will be made for the present graduating class by class counselors James C. Kennedy and Ronald Phillips. Mr. Rogers will make the introductions of former graduates who have returned. Any wives or visiting officials accompanying the graduates will be introduced by either the class counselor or Mr. Rogers depending upon whose guest the visitor might be.

The Executives' Conference on March 20, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Rosen and Clegg, considered and submitted the following suggestions with reference to this reception.

1. There will be no formal receiving line as such and entire matter of introductions will be on an informal basis.

2. A three piece string orchestra will be in the room providing background music during the reception.

3. In addition to the former graduates, members of the present class and guests and family members who have already been approved, it was felt that all the members of the supervisory and official staff of the Bureau with the title Special Agent or Higher should be informed that they will be eligible to attend if they desire.

4. Badges containing the rank, name and department of the graduates and the graduating class present will be issued and worn and additional badges will be issued to each Special Agent of the Bureau who is present. There will be distinctive colors as follows:

EX-11

Bureau employees - Blue
Members of present graduating class - White
Former graduates who have returned for specialized training - Tan

No badges will be issued to the family members and visiting guests of the police officials.

5. The charge for the hors d'oeuvres, sandwiches, beer and soft drinks will be $1.50 per person and the added expense of the orchestra will make

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 MAR 27 1946

INDEXED & ORDERED
66-2554-4616
MAR 25 1946

#323013
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HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SPS

the Dutch Treat price $1.85.

If the above are approved there is attached hereto a notification to each Division Chief so that they in turn can advise the Agents under their supervision of their eligibility to be present if they desire.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #87
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the "Investigator" no longer be published.

ADVANTAGES:

1. It would save a great deal of time on the part of employees at the Seat of Government and editing, cartographic and printing work.
2. It would save the Recreation Association approximately $500, representing the annual cost of the publication.
3. There has been some indication that the "Investigator" is not enthusiastically received by all employees.

DISADVANTAGES:

1. This is the only medium in which to reflect employees' recreational activities.
2. Despite suggestions and changes in the material and make-up of the "Investigator" from time to time and the inability to please each individual, it is of general interest and value to the employees.
3. It serves as a medium in publicising and creating interest in valuable employee activities.
4. It is the principal and practically only attraction which can be used in obtaining 100% membership in the Recreation Association. If it were not for the Investigator, there would be no logical reason upon which to base solicitations of field membership. The money resulting from these memberships is well utilized by the Recreation Association in its many activities and without this money the Recreation Association would be severely handicapped.
5. The "Investigator" is a medium for the expression of talents which employees possess.
6. If it were not published, it would leave a greater field for the development of the publication of the Department's Recreation Association which might have a tendency to detract from the close-knit association among FBI employees.
7. The "Investigator" has been of extreme interest to employees on military leave and to employees on extended sick leave, enabling them to keep up with the activities of their friends and the Bureau.
8. The "Investigator" contains material which can be used by Bureau representatives in making speeches.

EX-11 RECORDED INDEXED 66-2554-4617

RECOMMENDATION: Unanimously opposed to the discontinuance of the "Investigator."

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 MAR 27 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/1/92 BY

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/13/46, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Coson and Clegg being present unanimously concurred in opposing the suggestion that the Investigator be discontinued.

Respectfully,
FOR THE CONFERENCE

Agree H.

CLYDE TOLSON

E. A. TAMM

CC - Mr. Hendon
Mr. Clegg

hhc:hd

-2-

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT
CJM:LS

TO : THE DIRECTOR DATE: 3/5/46

FROM : A. Rosen

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP2 [illegible]

SUBJECT: SUGGESTION OF SPECIAL AGENT MARK D. WILKINS, PITTSBURGH DIVISION

Special Agent Mark D. Wilkins, assigned to the Pittsburgh Division, has made a suggestion while attending a recent In-Service Training Class that when discontinue wires are sent to auxiliary offices that the message contain sufficient details concerning the reason for discontinuing the investigation to enable the receiving office to answer certain questions that arise in connection with the discontinuance. Agent Wilkins points out that frequently the assistance of local and state law enforcement officers is requested and when such officers are notified to discontinuetheir efforts they sometimes inquire as to the reason for the discontinuance. A poor impression is obtained if the Agent is unable to supply the reason for the discontinuance.

It is recommended that the attached proposed bulletin be distributed to the field. Attached also are suggested changes for the Manual of Rules and Regulations and for the FBI Handbook.

Attachment

ADDENDUM: The Executive Conference on March 5, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen in attendance, approved the attached Bureau Bulletin Manual and Handbook changes.

Director's Notation: "OK H."

66-2554-4618

RECORDED
F B I
EX-48 MAR 22 1946
INITIALS ON ORIGINAL

MAR 29 1946

ORIGINAL FILED IN

THE DIRECTOR

March 20, 1946

THE EXECUTIVES' CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5 CW/bc

APPLICATION FOR FBINA, 32ND SESSION
WILLIAM R. DAILEY, SHERIFF
ALLEN COUNTY SHERIFF'S OFFICE
LIMA, OHIO

The Executives' Conference on March 18, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Ladd, Rosen, Harbo and Clegg, considered the application of Sheriff William R. Dailey of Allen County, Lima, Ohio, to attend the FBI National Academy. Since 1923 he has operated several barber shops in Lima. He was also employed by the Lima Locomotive Works on several occasions. In 1941 he was discharged by this company for insubordination and an inaccurate account of work accomplished on a piece work basis. He next worked for Westinghouse Electric Corporation until May, 1944 when he resigned and ran for Sheriff. He was elected by a large majority although he had no previous law enforcement experience. He is described as eager, enthusiastic, attends all police schools available and was recently elected Vice-President of the Buckeye Sheriff's Association. All references recommend him for character, reputation and ability but do emphasize a limited formal education and his inexperience in law enforcement. There has been some difficulty in the administration of his office in the supervision of Deputies although most of the criticism is credited to political opponents.

There were allegations that he with other police officials of Lima were members of the Black Legion under the leadership of Virgil Essinger. Investigation failed to substantiate these charges. He belongs to numerous clubs and organizations including all orders of the Masonic Lodge. His credit rating is good and there was no criminal record indicated.

Congressman Robert F. Jones of Lima, Ohio advised he does not know the applicant well enough to make statements about him but he did state that Dailey was a mild man who had previously been a barber. The Congressman does not feel that he has much ability and the applicant's Chief Deputy is an individual by the name of Musser. The Congressman advises that Musser has a very bad reputation but the Congressman does not know whether the applicant was obliged to appoint him as a political obligation or not. According to the Congressman, Musser has a reputation of belonging to the Black Legion which was active in Ohio in 1935.

Mr. Clegg favored an invitation being sent this individual because there is really no basis for denying it and his election as Vice-President of the Sheriff's Association in his State indicates his general standing. The members of the Conference thought that in view of the information recorded it would be unwise to invite him at this time and although there would not be indicated a refusal the Cleveland Office would be instructed to indicate that his name has

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

RECORDED & INDEXED 66-2554-4619

INDEXED 96

MX-11

62

51 MAR 25 1946

not yet been reached and that we could stall on accepting this individual until he probably lost interest.

Respectfully,
For the Conference

I agree

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR

EXECUTIVES' CONFERENCE

MARCH 22, 1946

The Executives' Conference on March 19, 1946, considered the request of SAC Weeks of New Orleans that a demonstration of the lie detector be made a part of the program for his law enforcement conferences to be held the latter part of April and the first part of May, 1946.

This would require not only the lie detector equipment but a Laboratory technician. Mr. Weeks thought that a Laboratory technician could give the first of the lectures and Special Agent Martin, formerly assigned to the Laboratory, could continue demonstrations and instruction.

It was unanimously agreed by the Executives' Conference that the present Bureau policy which opposes the giving of instruction and demonstration of this equipment before outside groups be adhered to and no reason was known for an exception. Those present at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg.

If approved, there is attached hereto a teletype to the New Orleans Office in order that they can make new plans for their conferences, advising that this is not acceptable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED
INDEXED
166-2554-4620
EX-11
MAR 22 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/1/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Evan
Mr. Gurnee
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 25 1946

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, Hendon, Tracy, Nichols, and Glavin considered the suggestion submitted by Frederick D. Baker, Jr., Special Employee of the Washington Field Division, concerning the use of Special Employees' identification cards. It also considered the letter of suggestion received from Special Employee Howard P. Sellers of the Washington Field Division on the same subject.

The above-mentioned employees, during the recent inspection of the Washingto n Field Division, stated to the Inspector that they felt that in utilizing the Special Employee's identification card, their identities would be much easier established if the letters "FBI" were printed on the card in the same manner as they are imprinted on Special Agents' cards. It was pointed out to the Inspector that in going to another government agency to secure information usually gathered by Special Employees, if it is readily ascertainable by producing their identification card that the employee is with the FBI, the information can be obtained much more readily.

There is attached hereto for the Director's information, a copy of the card which is pesently issued to these Special Employees. It is noted that the card definitely reflects that the employee is a member of the Federal Bureau of Investigation, United States Department of Justice.

EX-11 RECORDED & INDEXED 166-2554-4621

The Conference was of the unanimous opinion that no change should be made on these cards in question. Should the Director approve this, these employees will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachement
CC: Mr. Hendon
Mr. Clegg

WRG:pam

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 MAR 25 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/1/98 BY SP5 W/bcw

THE DIRECTOR

EXECUTIVES' CONFERENCE

MARCH 21, 1946

The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, unanimously recommended favorably that the Bar Bell, two Exercycles, and the rowing machines now in the gymnasium at the Armory be moved to the roof gymnasium during the summer months. When the roof gymnasium is not in use the Bar Bell and rowing machines can be installed in the water proof box where mats are stored and the Exercycles can be covered with water-proof tarpaulin.

The purpose of this added equipment on the roof gymnasium is to stimulate added interest in gymnasium work during the summer months. None of this equipment is of the type that is thrust from one Agent to another or that might fall off the roof and endanger anyone in so doing.

The movement of the above equipment to the roof gymnasium was unanimously approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/1/96 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4621

51 MAR 26 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP2 Scribner

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #83
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

Executive Conference

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: 1. That regularly scheduled firearms training periods on outdoor ranges in the field be reduced from 7 times per year to 6 times per year.
2. That the present practice of requiring firing during May, June, July, August and September and two additional required firing periods during the remaining 7 months does permit some offices to hold the 2 additional, required periods in April and October, thus skipping entirely 5 consecutive months at outdoor pistol practice. Hence, the recommendation was made that these regularly scheduled outdoor firing periods be held no more frequently than once each 30 days and no less frequently than once each 90 days without requirement that firing be held in any one particular month.

ADVANTAGES:
1. There would be a saving in the Agents' time and ammunition, wear on the weapons and travel involved for one regular firearms training period for each Agent.
2. By the adoption of the second suggestion, there would be eliminated the possibility of Agents' having no outdoor firearms training for five consecutive months and requiring that the training be held at least each 90 days.
3. This would require offices where cold weather predominates in the winter time to have at least one firearms training period during the coldweather months since the actual use of weapons in cold weather might actually arise.
4. It would permit the proper spacing of these firearms training periods so that offices where there is extreme heat would not be required to fire monthly in the extreme heat but they would be required to fire at least once during this unfavorable weather condition.
5. Firearms training would be more evenly spaced throughout the year rather than be concentrated during some months of the year.

DISADVANTAGES:
1. It would reduce the number of required periods of firearms training by 1 at a time when the use of firearms in actual cases might be expected to become more frequent.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Conroy
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

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EX-11

MAR 25 1946

2. There is a minimum amount of actual skill developed in requiring men to shoot in extremely cold weather in the northern climates or in extremely hot weather in the southern climates.
3. Road or weather conditions might make it difficult for some of the extremely northern offices to hold practice in the winter months due to the inability to foresee weather conditions sufficiently in advance to set a specific date.

RECOMMENDATION:
1. Mr. Scheidt favors both suggestions.
2. Mr. Conroy is opposed to both suggestions and suggests that the training be given as at present.
3. Mr. Hendon and Mr. Clegg recommend that the firearms training be given 7 times per year and spaced as indicated in the second recommendation; namely: that there would be no period in excess of 90 days when firearms training would be regularly scheduled.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, considered this matter on 3/13/46.

Messrs. Glavin, Tracy, Hendon and Clegg recommended that the outdoor firearms training be continued seven times per year and that these firearms periods be spaced to be held no more frequently than once each 30 days and no less frequently than once each 90 days.

Mr. Harbo recommends that the training be given six times per year and spaced no more frequently than 30 days and no less frequently than 90 days.

Messrs. Tolson, Ladd, Mumford, and Rosen recommended that the training program for outdoor firearms training be continued as at present seven times per year, once during the months of May, June, July, August and September, and two additional firing periods during any of the remaining seven months as desired by the Field Office.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

CC - Mr. Hendon, Mr. Clegg

tbc:hd

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SUGGESTION #11
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, E. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That monthly, from all closed files which have been closed for a period of over one year in the field office and which have not been reopened, the duplicate copies of reports and communications be removed and destroyed.

ADVANTAGES:

1. Saving of space estimated at 50 per cent and the rental value thereof of space now occupied by closed files.

2. The same purposes will be served in these closed files in view of the fact that all information is still available.

3. Saving in number of file cabinets needed to contain those files.

4. Some field offices can get all their closed files in offices occupied by the chief clerk while other offices must go to other parts of the building or to other buildings to obtain theirs.

5. Permitting the elimination of duplicate copies of closed files in many offices would reduce the clerical effort and time.

6. The relatively small amount of clerical time required to accomplish this is more than compensated by the advantages.

EX-11

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7. At the present time most field offices will have until about July 1, 1946, sufficient personnel to bring the closed files into a current status under this operation.

8. The control of this operation would be relatively simple by using the closed assignment cards one year old just immediately prior to their destruction.

9. There could be no confusion as to the number of copies which any file should contain since after a certain date it would be known that only one copy of each serial would be available, whereas before that date the number of copies designated would be available.

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Quinn Tamm
Nease
Gandy

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51 MAR 26 1946

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MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. The amount of time required for pulling the file and removing the duplicate serials is more expensive than the rent on the amount of space occupied by the copies of reports.

2. It would later possibly require the typing of some reports if the case were reopened.

3. Possible confusion at a later date as to whether a file should contain more than one copy of a report.

4. It might be considered better administrative procedure to keep the files intact until such time as the entire file can be destroyed.

5. Errors might possibly occur in the destruction of serials in that all copies would be destroyed inadvertently.

6. The number of copies of each report is listed on the report and this would develop an inconsistency which might even be conducive to employees with malicious motives stripping the closed files.

RECOMMENDATION: Messrs. Hendon, Conroy and Scheidt are in favor of the suggestion. Mr. Clegg is opposed.

HHC:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

It was pointed out to the Conference that a test was made at the Washington Field Office through having the duplicate copies pulled from 100 files. As a result of this check it was found that a saving of 40% was realized in the closed files. If the project was carried on as to all the closed files in the Washington Field Office that were one year old, it would result in a saving of 460 individual file drawers or 92 five-drawer file cabinets. This would, of course, permit a consolidation into a much smaller area of all of the files and in many offices would achieve an actual saving in rental space.

Upon the basis of the test made at the field office it would require one clerk a period of 81 days to complete the project in that office. It was pointed out to the Conference that savings should probably be slightly larger in other offices with less time required on the part of clerical help to complete the project due to the fact that in the field office a great number of files are opened and closed monthly in which only one or two reports are contained and most of them small reports covering so-called "one shot leads."

Messrs. Clegg, Ladd, Rosen, Glavin and Nichols are opposed to the recommendation upon the basis that the time required to handle the

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project was greater than the saving to be realized and further that the problem presently confronting the field as to closed files will be lessened through previous recommendations covering the total destruction of files after they have reached a certain age.

Messrs. Tolson, Tracy, Harbo and Hendon are in favor of the suggestion for the advantages cited by the Special Committee and feel that the expense involved would in a short period of time be more than repaid through the constant saving of 50% of the closed files space. They pointed out that even though all files after they have reached a certain age are to be destroyed, the present recommendation would cut in half the amount of space required for those files which are to be retained.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DV

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

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SUGGESTION #82
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That practice with the pistol by individual Agents when the regular firearms training is not held be discontinued as a requirement.

Firearms training is now held on regular schedule basis at outdoor ranges seven times per year. The present requirement is for Agents to practice individually with their pistols and not necessarily under supervision the last five months and each such practice would involve firing 30 rounds of ammunition.

ADVANTAGES:

1. In most offices the Agents on road trips and in Resident Agencies, and even Agents in headquarters office, fire their pistols without supervision thus limiting the value of this practice.
2. A savings in ammunition, as well as time of the Agents.
3. No scores are kept and hence this procedure does not provide standards of proficiency to be met.
4. This is an offhand type of firing which is not on a practice basis hence it does not approximate any conditions which Agents meet.

DISADVANTAGES:

1. Present requirements cause the Agent to at least go through the mechanical motions of firing a pistol monthly, thus theoretically maintaining greater familiarity and acquaintanceship with the weapon and how to use it.
2. Provides an automatic inspection of his weapon by the individual Agent.

RECOMMENDATION: Unanimously favorable

RECORDED & INDEXED 66-2554-4625 MAR 22 1946

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EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 3/13/46, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously recommended that the requirement for each Agent firing 30 rounds of ammunition during the 5 months when regular outdoor firearms training is not given be discontinued. They unanimously favored the suggestion as made.

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Quinn Tamm
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Gandy

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5 MAR 25 1946

Respectfully,
FOR THE CONFERENCE

CC - Mr. Hendon, Mr. Clegg

CLYDE TOLSON

E. A. TAMM

hhc:hd

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

PAP:MJR

TO : THE DIRECTOR DATE: 2/26/46

FROM : A. Rosen.

SUBJECT: FEDERAL EXPLOSIVES ACT

The Department by memorandum dated January 23, 1946, has advised that in view of General License Number 8, issued by the Bureau of Mines, persons covered by the Act have been relieved from the duty of securing licenses, and that therefore there can be no violation of the licensing features of the Act. In view of the fact that Bureau investigations have been predicated upon violations of the license requirement for the manufacture, sale, use, or possession of explosives, the following recommendation is submitted.

RECOMMENDATION

It is recommended that Section 39P of the Manual of Instructions, and Chapter 24, Part III of the FBI Handbook be deleted, as they are now obsolete.

ADDENDUM

On February 27, 1946, the Executive Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen, considered and approved the above recommendation.

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THE DIRECTOR 3-19-46

The Executive Conference

Executive Conference

~~DEFERRED PROSECUTION SYSTEM~~
(BROOKLYN PLAN)

On March 19, 1946, the Executive Conference unanimously approved the program to be followed by the Bureau as suggested herein concerning the Deferred Prosecution System referred to as the "Brooklyn Plan," advocated by the Attorney General for the handling of certain juvenile delinquents.

BACKGROUND OF THE DEFERRED PROSECUTION SYSTEM

The Deferred Prosecution System originated in April of 1937 when Mr. Conrad P. Printzlein, the Chief U. S. Probation Officer for the Eastern District of New York, appeared before a Federal Judge in that district with a group of juvenile offenders. The Judge did not desire to sentence the juveniles and Mr. Printzlein volunteered to take them under his supervision without the formality of a sentence. It was out of this beginning that the present Deferred Prosecution System evolved.

According to information from the New York Division, at the present time when a juvenile is brought to the U. S. Attorney's Office by Federal Agents for a decision as to prosecution, one of the Assistant U. S. Attorneys personally interviews the juvenile. If the Assistant U. S. Attorney feels that the juvenile warrants special treatment and is the type who will not get into further trouble, the matter is referred to the Probation Office and a check is instituted to determine the juvenile's family background. If the results of this investigation are satisfactory, the boy is returned to his parents and a complete investigation is then conducted. This latter investigation is similar to the usual "presentence" investigation conducted by the Probation Office. If this report is in turn satisfactory, the boy is then brought to the U. S. Attorney's Office again where he this time signs papers similar to those he would sign if he were being placed on actual probation. The papers contain the regulations by which he must abide and the juvenile is impressed with the fact that he is being given a special opportunity but, nevertheless, is on probation.

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The minimum period of supervision is one year and the maximum can extend until the juvenile reaches his majority. During the period of informal probation under this system, the juvenile is required to report every month and checks are made at his home and school or place of employment. A record is kept of every juvenile so handled under this plan which includes a running memorandum maintained during the period of probation and, as well, a record of the final disposition. Upon the expiration of the probationary period, if everything has been satisfactory, the juvenile is again called before the U. S. Attorney's office where it is officially decided that no complaint will be filed against him. In the event, however, the juvenile does get into trouble

Mr. Tolson
Mr. E. A. Tamm
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Mr. Tracy
Mr. Carson
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Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 26 1946

MT:MP

during his informal probationary period, he is subject under the existing loose regulations to be brought in and have a complaint filed against him. Along this line it might be noted, however, that the possibility exists that the Statute of Limitations might run against certain offenses while a juvenile offender is being handled under this plan.

According to the New York Division, the Deferred Prosecution System is not used in every juvenile case but only where the juvenile appears to merit such procedure. Since 1937 until mid-December of 1945, 174 juveniles were handled under this plan in the Eastern District of New York and only 11 of them are reported to have been arrested during the period of their informal probation. The New York Division also advises that there has been some indication that the Deferred Prosecution System might be extended to adults. Mr. Printzlein has expressed himself in favor of such an extension. The New York Office advises that the Deferred Prosecution System, according to Mr. Printzlein, has not been applied to adults as yet.

PUBLICITY GIVEN DEFERRED PROSECUTION SYSTEM

Recently the Attorney General appeared on the radio program, "Go, The People," at which time he discussed the Deferred Prosecution System. A news item date-lined Washington also recently mentioned that the Attorney General was encouraging U. S. Attorneys to experiment with the Deferred Prosecution System for youthful offenders operating in Eastern New York and popularly known as the "Brooklyn Plan." The news item explained that under this plan prosecution was delayed and the offender provisionally released under probationary supervision. It was pointed out that those deemed worthy thus escaped the stigma of possible conviction.

RECOMMENDATIONS

It has been recommended

1. That all Field Divisions be furnished background information concerning the Deferred Prosecution System or "Brooklyn Plan."

2. That all Field Divisions be instructed to continue fingerprinting each juvenile offender coming to their attention for a violation falling within the Bureau's jurisdiction in order that appropriate steps can be placed by the Identification Division, despite the fact that the U. S. Attorney anticipates handling the juvenile under the Deferred Prosecution System.

3. That cases in which a subject is handled under this system be maintained in a pending status until the U. S. Attorney advises that such subject has actually been placed on informal probation by the U. S. Attorney's Office.

MEMORANDUM FOR THE CONFERENCE

4. That such cases should then be closed and the terms of the informal probation set out in a closing report in the same manner as is followed in other cases.

5. That a probationary flash letter be submitted at the time of the closing report in order that the necessary stops may be placed on the subject's arrest record.

6. That in the future investigative reports covering cases in which juveniles are handled under this system will, in addition to carrying the substantive violation in the character of the case, also set forth the added character "Juvenile Delinquency - Deferred Prosecution System." This will allow the Bureau to differentiate between informal probationary sentences noted out by the U. S. Attorney's Office as distinguished from probationary sentences handed down in Federal Court. This will also enable the Bureau to compute the informal sentences noted out and to retain those statistics separately. Such statistics will not be included in the annual Report concerning the accomplishments of the Bureau.

The Executive Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Bendon, Nichols, Clegg and Rosen, approved that this information be set forth in a Bureau Bulletin to the Field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Bendon
Mr. Clegg

THE DIRECTOR

EXECUTIVES' CONFERENCE

MARCH 22, 1946

#323013
ALL INFORMATION CONTAINED
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DATE 9/1/92 BY SP2 [illegible]

NEIL B. KEEN, GRADUATE FBI NA
HILLSBOROUGH COUNTY SHERIFF'S OFFICE
TAMPA, FLORIDA

The above-named individual graduated in Class 12 of the Academy from July to September 1939. He brought a bottle of whiskey to class one day and was admonished therefor. He was found to be drinking at the Recreation Association dance held while he was here. The class counselor felt that although he was attentive in class and took copious notes, he lacked aggressiveness and was believed undependable. His relationship with the Bureau continued cordial until the Retraining School in October 1940. While enroute to Washington he and another policeman got in a fight on the train as the result of a card game.

In November 1940 Lieutenant Barker of the Miami Police Department advised an Agent that Keen came to Miami to take firearms training with the Agents for two days. He stopped at a small hotel and the management informed Barker that he checked into the hotel with a woman. He also gave a check for $15.00 which was returned for insufficient funds but he later made this good. As a result of this escapade Keen was removed from the Directory.

In January 1941 Keen was appointed Chief Criminal Deputy of the Sheriff's Office. In May of the same year SAC Danner requested he be reinstated and he was with a warning.

Keen next attended Retraining School in 1941. He got drunk at the banquet. He threw a roll of bread from his table in the balcony. He pulled a revolver from his pocket, placed it on the table in front of him and after an Agent admonished him, he quieted down. On the report of this, the Director noted: "Note on this man's record. See he is never recommended or allowed to attend any meetings in the future of the NPA. Also advise Miami."

In March 1942 Danner advised that Keen had been discharged for gross personal misconduct. It seems he became intoxicated, shot up his own apartment and caused a disturbance at the dog track. He had a fight at a local juke joint on the same evening. He was again removed from the Directory.

66-2554-4628

In June 1942 Danner advised this individual wrecked an automobile while intoxicated. He was then working for the Department of Public Health; he quit this job and enlisted in the Army.

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The Miami Office advised in October 1944 that Keen was cooperating very closely with an Agent in an Unlawful Flight Case at Tampa. He advised that he had not done any drinking since going into the Army. He told the Agent he had gotten into trouble with the Bureau because of personal escapades. The Agent felt he was

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
Mr. Nease
Mr. Nease

HHC:ER

MAR 27 1946

now sincerely engaged in his work and he has now been promoted to his old position of Chief Criminal Deputy.

The Bureau has a letter from Keon dated March 1, 1946, pointing out that he has tried without success to get back into good standing. He stated that when he got out of the Army his Sheriff gave him a humble job, he had received several promotions and was now Chief Criminal Deputy. He said the trouble was his own fault and he has always hastened to admit it. He has continued to "carry a torch" for you and the Bureau, and he referred to four Resident Agents for verification. He told the Director that he thought he had been punished enough and asked that the Director give his case personal attention.

The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Clavin, Tracy, Harbo, Ladd, Hondon, Rosen, and Clegg, unanimously recommended that he be given another chance and that his name be reinstated in the Directory as a member of the Associates in good standing.

While I will go along I do so with many reservations
H.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

THE JOINT COMMITTEE

MARCH 8, 1946

#323013
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DATE 9/1/82 BY

SUGGESTION #65-I
EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the wording of Section 61 of the Manual of Rules and Regulations be changed. This entire section deals with the appearance and maintenance of offices. Paragraph one starts as follows: "Special Agents in Charge are responsible for the maintenance of their offices in a neat and orderly manner and for the care of all property therein and shall see that they are maintained in a scrupulously neat and tidy condition....." It is thought that the underscored part of this section can be eliminated as it is unnecessary and superfluous.

It is further suggested that that part of the section dealing with inspections of various equipment should be amended to provide that desks, safes, filing cabinets, and other office equipment need be inspected but quarterly by the Special Agent in Charge rather than semi-monthly and that monthly inspections be performed by duly designated clerical employees those months when the SAC and Assistant SAC do not make the inspections personally.

ADVANTAGES:

1. The change in the inspection of equipment to a quarterly basis will eliminate considerable amount of work on the part of administrative employees.
2. Inspections indicate that such equipment is being maintained in good condition generally, and it is believed that quarterly checks will serve the purpose.
3. Since it has been definitely provided as to what types of material can be maintained in desks, much confusion has been eliminated and they have been found to be maintained in better condition.
4. This is a housekeeping type of function which can be efficiently handled by clerical employees at less cost to the Bureau.

DISADVANTAGES:

1. It will provide for less frequent and less close attention to the physical condition within the office on the part of the Special Agent in Charge.

RECOMMENDATION: Unanimously approved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-11

RECORDED 66-2551-462

19 MAR 29 1946

51 MAR 27 1946

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

THE DIRECTOR

THE JOINT COMMITTEE

MARCH 11, 1946

SUGGESTION #77-E
EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#223013
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MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the requirement contained in Section 11P (7) of the Manual of Rules and Regulations that whenever a Special Agent in a field office has a report (other than an accounting report) to dictate which, it is estimated, will be more than ten pages in length, the Special Agent before dictating shall confer with his Field Supervisor, Assistant SAC or SAC be abolished.

ADVANTAGES:

1. It is so impractical that it is not being abided by at present.

2. The original reason for the adoption of this rule no longer exists inasmuch as the majority of the Agents are now quite experienced and capable of preparing reports properly.

3. In the event a report is improperly prepared by a dictating agent, this fact immediately becomes apparent after the transcription of the report and appropriate action can be taken by the supervising official.

DISADVANTAGES:

1. If properly followed the rule may result in the curtailing of unnecessarily long reports contemplated by an agent and thus resulting in a saving of stenographic time.

2. The requirement for a conference with a member of the supervisory staff gives the supervising official an opportunity to make suggestions to the agent prior to his dictation which might result in a superior report or in the conduct of a necessary investigation which might have been overlooked by the agent.

RECOMMENDATION: Unanimously favorable.

ES:EIM

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EXECUTIVES' CONFERENCE CONSIDERATION:

RECORDED 66-2554-4630

3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 MAR 27 1946

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 25, 1946

#323013
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The Executive Conference of February 19, 1946, consisting of Messrs. Tolson, McCabe (for Mr. Rosen), Hendon, Harbo, Tracy, Mumford and Glavin considered the per diem allowances granted SIS men in travel status.

It was pointed out to the Conference that under regulations in the domestic field the Government can pay for the transportation of dependents of an Agent or an employee under transfer; however, under decisions of the Comptroller General, is not permitted to pay per diem to those dependents while in a travel status.

Under SIS regulations which are in harmony with the regulations of the Department of State, per diem can be claimed for dependents of the employee in travel status, the per diem schedule being as follows:

	On vessels where price of passage includes meals	On U. S. Govt. vessels in non-commercial operation (Naval vessels, Army transports, etc.)	By privately owned trailer (if authorized in advance)	All other travel within limits of continental U.S.	All other travel outside of continental U.S.
Travelers 11 years of age and over	$3.00	$5.00	$2.50	$6.00	$7.00
Travelers under 11	$1.20	$2.50	$2.50	$3.00	$3.50

RECORDED & INDEXED

EX-5

66-2554-4631

FEDERAL BUREAU OF INVESTIGATION

MAR 26 1946

RECORDED & INDEXED

One-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a United States Government agency. (Paragraph 47 (a), Standardized Government Travel Regulations.)

Per diem will not be allowed an officer or employee while at his permanent post of assignment, or his family while remaining at

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
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Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Candy

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the old post of duty after the officer or employee has been transferred to a new post.

The Conference, with the exception of Glavin, feels that since SIS employees follow Department of State regulations, per diem allowances should be made to such employees for dependents while in a travel status. The majority of the Conference recommends, however, that in granting per diem payments to wives and other dependents of Special Agents going on SIS assignments, per diem payments to be granted to those dependents should not exceed the total per diem which would accrue to such dependents if travel was made from the point of residence direct to the new office of assignment. This will eliminate the possibility of dependents of Special Agents remaining with Special Agents in Washington for protracted periods of time while the Agents are being appropriately briefed and securing appropriate clearances from the State Department.

Glavin pointed out that Agents in the domestic service cannot claim per diem for their dependents on transfer in the domestic service; that an Agent being transferred from New York to Los Angeles would be reimbursed for the travel costs to his dependents but would not be given any per diem payments for those dependents. He, therefore, feels that it would be reasonable to follow the same policy in so far as SIS men are concerned and pay for the transportation of dependents in the continental United States and not approve any per diem payments for those dependents until they leave the continental limits of the United States.

For instance, a man on SIS, presently stationed in Washington being transferred to Havana, Cuba, and taking his wife with him, would secure reimbursement for travel expenses for his wife from Washington, D. C., to Havana, Cuba, but would receive per diem payments for his wife only from the time they left Miami until they arrived at Havana, Cuba, if the point of departure from the United States was Miami, Florida.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

LBN:hbm

The Director

March 22, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, Hendon, Tracy, Glavin and Nichols, considered Mr. Soucy's suggestion that we reconsider discontinuing the two-page mimeographed summary of cases, figures and the like, which formerly appeared in the FBI This Week which was sent to the Field.

The Conference was unanimous in recommending against reinstating this but did recommend unanimously that at least two pages of statistical data appear in each issue of the Investigator, which would give the Field continued material for speeches and the like.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

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57 MAR 28 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 MAR 27 1946

L3E:aml

The Director

The Executives Conference

March 7, 1946

The Executives Conference consisting of Messrs. Tolson, Ladd, Mumford, Hendon, Harbo, Tracy, Glavin, and Nichols considered the request of the New Haven Office as to whether new addressograph Plates should be made for National Academy graduates, dropping the letters "NPA" and substituting the letters "NA" after the name.

The Conference was unanimous in the opinion that we should drop "NPA" and not substitute "NA.". A bulletin is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

OK

CC-Mr. Hendon
Mr. Clegg

166-2554-4633

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EX 67

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61 MAR 26 1946

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INITIALS ON ORIGINAL - 12

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Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Ss Gandy

50 MAR 28 1946

THE DIRECTOR

March 11, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #78
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, E. L. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That manual changes be mimeographed in the future.

At present when a change in the manual is necessary, the page covering the pertinent section is lithographed on smooth paper and the page distributed to each investigative employee for substitution in the appropriate manual. Due to equipment and personnel limitations in the Mechanical Section it has been found that the lithographing of changes delays their distribution to the field for an undue length of time, making it necessary that Bulletins and SAC Letters be forwarded when in many instances if the manual change were made immediately the duplicate printing would not be required. A more expeditious method of getting out manual changes seems imperative.

ADVANTAGES:

1. Saves duplicate printing in that it will be unnecessary to have the manual change listed in both the Bulletin and the manual.
2. Will keep the manuals current and up to date.
3. Printing can be performed less expensively by mimeographing than by regular printing.

DISADVANTAGES:

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1. It would not be as attractive and presentable to anyone examining the Bureau's manuals.
2. It would be necessary to mimeograph on but one side of the paper, thus increasing the thickness of the present manuals.
3. Mimeograph paper is more flimsy than bond paper and consequently it will tear out more easily and need reinforcement.

RECOMMENDATION: Unanimously that all manual changes in the future be mimeographed. It was further recommended that a different colored mimeograph paper be used for each manual to easily distinguish manual inserts from bulletins, memoranda and other material that goes to agents and clerical employees.

EXECUTIVES' CONFERENCE CONSIDERATION: On 3/13/46 the Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Lumford, Rosen and Clegg being present,

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Mohr
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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unanimously recommended that all manual changes be mimeographed and that the inserts for the manuals be mimeographed in the future and that mimeograph paper of distinctive colors be used for each of the different manuals.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg

RCH:DW

THE DIRECTOR

March 25, 1946

THE EXECUTIVE CONFERENCE

On March 15, 1946, the Executive Conference, consisting of Messrs. Tolson, Tracy, Nichols, Rosen, Harbo, Hendon, Mumford, Clegg and Glavin, considered the number of copies of New Rules of Federal Criminal Procedure which should be forwarded to each office. A suggestion had been made by the Training Division that a copy of the New Rules of Federal Criminal Procedure be prepared immediately for distribution to each Special Agent in the Bureau.

The Conference felt that a limited supply of possibly six copies to all but the largest offices be secured for inclusion in the office library and it should not be necessary that each Special Agent be furnished a copy of the complete New Rules of Federal Criminal Procedure.

For the Director's information a portion of the new rules have already been sent to the field in bulletin form.

Should the Director approve, this bulletin will be secured and transmitted to the field for inclusion in the library.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

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E. A. Tamm
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66-2554-4635
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39 MAR 29 1946

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EX-40

CC: Mr. Hendon
Mr. Clegg

WRG:PC

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 29 1946

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #31
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That examinations on the Bureau's manuals given during Agents' quarterly or semi-annual conferences (semi-annual in the future) be eliminated.

ADVANTAGES:
1. Annual examinations are provided at In-Service training courses.
2. Examinations on the manuals are given by Inspectors.
3. It is a rare thing that anyone fails to make a passing grade on the manual and the need, therefore, does not seem to exist.
4. This would make the conferences to be held semi-annually in the future more agreeable and useful, and thus more constructive, by eliminating this feature frequently objectionable to Agents.

DISADVANTAGES:
1. Might retard some manual review and study which would automatically be suggested by the fact that the examinations are given at these conferences.

RECOMMENDATION: Unanimously favorable.

HHC:ER

II - XII

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32 MAR 27 1946

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference considered this matter on 3/13, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present. Messrs. Tolson and Glavin were in favor of continuing the examinations for Agents on the Bureau's manual during the two semiannual conferences. Messrs. Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg were in favor of abolishing these examinations.

I wish to change and vote with the majority 3/22

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gahey

CC - Mr. Hendon
Mr. Clegg

I agree with majority

APR 29 1946

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THE DIRECTOR 3-21-46

The Executive Conference

INVESTIGATIVE REPORTS

The Executive Conference on March 21, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Ladd and Rosen, considered the following suggestion of Theron L. Caudle, Assistant Attorney General in charge of the Criminal Division.

In a memorandum dated March 11, 1946, Mr. Caudle states that in many prosecutions involving violations of Federal criminal statutes, the initial determination to prosecute or refrain from prosecuting hinges on the questions of whether or not the accused is a juvenile or a person of unsound mind. He, therefore, recommends that the Bureau require that there be included a statement as to whether or not the accused is a juvenile and whether or not the accused is mentally unstable in the Synopsis of reports covering interviews with the accused and in Summary reports.

The Conference unanimously recommended that wherever the information is available, the data concerning the mental condition of the subject, obtained at the time of the interview with him or developed during the course of the investigation, should be included in the report. No statement should be made as to whether the individual is mentally sound or not. The facts should speak for themselves. This information will be included in the report. A Bureau Bulletin in this regard is attached hereto.

With reference to whether the accused is a juvenile, this information is already included and is clearly set out in reports.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

RECORDED & INDEXED 166-2554-4637

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Rennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

Mr. Hendon
Mr. Clegg

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MAR 29 1946

COPY: FC

March 5, 1946

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DATE 9/1/92 BY SP5 [illegible]

MEMORANDUM FOR MR. NICHOLS

RE: DESTRUCTION OF BULKY ENCLOSURES

We have been reviewing the bulky enclosures maintained in the Records Section and referring certain ones to you and to the interested Bureau officials with a recommendation for their destruction for some months past. This program was initiated on the basis of the last inspection of the Records Section. To date we have handled approximately seventy-five per cent of this job and have something under a thousand enclosures yet to handle.

In line with our recent conversation, there is attached hereto a suggested form memorandum to facilitate the completion of the program. If you approve, as each enclosure is considered it will be referred to the specific desk handling the violation concerned by me and we shall act according to the decision of the Supervisor on that desk in the matter of destruction or retention.

As I informed you, I personally review each of these enclosures prior to referring them and shall continue to do so. All matters concerning Division IV of this nature will, of course, be forwarded for your attention prior to destruction and any particularly important matters will be similarly referred to you prior to action. I believe that the attached form will handle the situation nicely and facilitate the completion of this program.

Respectfully,

1 ENCL
[illegible]

R. F. Cartwright

ADDENDUM: LBN:mjm;3/11/46

The Executives Conference unanimously approved the foregoing suggestion, with the modification that Section Chiefs rather than individual Supervisors would approve destruction of exhibits.

LBN

RFC:mam

Director's notation: "OK H."

66-3551-4638

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EX-38

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57 MAR 28 1946

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THE DIRECTOR

March 27, 1946

THE EXECUTIVES CONFERENCE

"BASIC PROCEDURE IN LAW ENFORCEMENT"
A BOOKLET BY WALTER H. ROBINTON

The Executives Conference on March 25, 1946, those present being Messrs. Tolson, Mumford, Rosen, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, gave consideration to a booklet entitled "Basic Procedure in Law Enforcement", prepared by Walter H. Robinton of the University of Florida. Robinton was formerly Secretary of the Florida State Peace Officers Association. He attended numerous police schools including those conducted by the FBI. He took all of his notes and compiled a booklet and he has now sent this booklet to the IACP requesting their sponsorship and endorsement of the booklet. The booklet which was loaned to Mr. Egan has been returned after being reviewed and it was the opinion that it was not a particularly bad job for a brief exposition of a patrolman's duties but there are certain defects including the attempt to put into the booklet material which would give a patrolman the impression that he had learned all there was to know about police work. Certain other objectionable features were discovered during a hasty review as shown in the attached tabulation.

It was recommended that Mr. Egan be given a copy of the enclosed memorandum setting forth criticisms with the suggestion that the booklet not be approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

66-2654-4639

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

ps

THE DIRECTOR

THE EXECUTIVE CONFERENCE

March 22, 1946

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Rosen, Harbo, Hendon and Tracy on March 18, 1946, considered a suggestion of John R. Crump that lip reading be introduced into the Special Agent classes to enable Special Agents to understand conversations of persons beyond normal hearing range, such as in restaurants, etc.

Mr. Crump stated an example of a friend who, while in a restaurant, was able to advise him of conversations at tables out of hearing distance. Such a course is given at Ohio State University.

The Conference unanimously recommends against the adoption of the suggestion, and if you approve, there is attached hereto a letter thanking Mr. Crump for his interest.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

SJT:obp

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66-2554-4640

32 MAR 29 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 APR 2 1946

THE DIRECTOR

March 15, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference, March 6, 1946, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present approved inviting Superintendent Harvey Callahan of the Washington Metropolitan Police Department to appear before the next Session of the FBI National Academy to discuss "The Value of Police Training" or some similar subject and that he be approved to appear before the Academy from time to time in the future.

Callahan is Vice-President of the FBI National Academy Associates. This was recommended unanimously.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:hmm

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Nichols
Rosen
Tracy
Carson
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Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Candy

APR 5 1946

TO: THE DIRECTOR

DATE:

FROM: EXECUTIVES' CONFERENCE

March 20, 1946

SUBJECT:

At a meeting of the Executives' Conference on March 20th attended by Messrs. Tolson, Glavin, Tracy, Harbo, Clegg, Nichols, Hendon Rosen and Ladd, the attention of the conference was called to the attached letter from the Immigration Service stating that they considered it highly desirable to check the FBI records in connection with every application for naturalization or registry, regardless of whether or not the applicant was an alien enemy and that applications for naturalization were now being received at the rate of approximately eight to ten thousand per month. It was pointed out to the conference that in order to handle these many searches, the Liaison Section would have to have two additional Agents and two clerical employees. The Files Section advises that they will need an additional 28 employees.

It was further pointed out to the conference that such a check by Immigration Service was recommended at the time of the inspection of the Department of Justice, and the Conference generally felt that this was a very desirable procedure.

The Conference was unanimously in favor of advising Immigration that this work would be done for them, it being the consensus of opinion of the Conference that these name searches should be handled for Immigration so long as the Bureau's present personnel will permit it and that if subsequent to July it is found that it is not possible to handle this work, the Immigration Bureau would be advised that it was no longer possible to continue.

In the event you approve the action of the Conference, there is attached hereto a proposed reply to Mr. Shoemaker.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

CC - Mr. Clegg
Mr. Hendon

D.L.:DS

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The Director

The Executives Conference

March 21, 1946

The Executives Conference, consisting of Messrs. Tolson, Rosen, Humford, Ladd, Harbo, Tracy, Glavin, and Nichols considered the matter of emergency communications in the light of a reply from the Federal Communications Commission to our recent letter requesting authorization to operate a domestic radio communications network. The Commission's position is unchanged, although they have formally ruled that the Committee has no objection to the diversion of all present FBI frequencies to domestic point-to-point service during such an emergency as described in our recent letter to them.

The Executives Conference was unanimous in recommending the installation of an emergency radio network. A survey of existing equipment reveals a total of 19 transmitters available for installation at the various Field Offices, leaving a reserve of 8 transmitters for SIS and any other emergencies which might arise. We have a total of twenty-two 2,000 watt emergency motor generators. The Conference, however, felt that these generators should not be installed at this time inasmuch as their installation and maintenance would require as much, and more than the installation and maintenance of radio stations. Transmitters could be installed and stored for future emergency use. In all of the offices where we have had radio stations, the antenna masts are either in place or available and may be re-erected. We have sufficient wire, insulators and hardware for antenna construction as well as sufficient receivers to equip the 19 stations.

Previous study has revealed that it would cost approximately $867.50 to install radio stations in the various offices. This is the maximum figure and would make the total of $16,482.50. This includes the salary of the personnel we have on our payroll anyway. The actual cash outlet would be negligible. The cost of operating the stations would be negligible inasmuch as we have a good supply of trained personnel who could be assigned to the various Field Offices. The Conference was unanimous in recommending against elaborate schedules and tests, feeling that it would be adequate to have one test daily which would require a minimum of time and which would keep the operators familiar with the equipment.

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APR 3 1946

The Conference considered the matter of sending codes and recognized the fact that the stations installed would not be technically designed for routine day-in and day-out operation due to power limitations, but will work satisfactorily on favorably scheduled contact. In other words, a station at Buffalo, New York, would encounter extreme difficulty transmitting a message to Washington

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Penrod
Mr. Quinn
Mr. Rease
Miss Gandy

Mr. Hendon

Mr. Clegg

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APR 2 1946

during a severe electrical storm but would be adequate for checking the favored time schedules. The Conference felt that since this was being installed as an emergency setup we should keep the cost down and design the network solely for emergency purposes.

We have, at present, powerful transmitting and receiving stations in Washington and San Diego. Eventually, it might be necessary to have a large relay station in Kansas City; however, the Executives Conference did not feel we should install a large relay station in Kansas City at the present time but put in the emergency stations in the designated offices, and then on the basis of experience and tests make a decision as to whether we should have a relay station in Kansas City, it being pointed out that we have recently removed a thousand-watt station in Honolulu which could be set up in Kansas City.

The following are the offices which the Conference recommended eventually should have radio stations installed therein: New York City, Philadelphia, Boston, Pittsburgh, Cleveland, Detroit, Atlanta, Birmingham, Buffalo, Miami, Chicago, St. Paul, St. Louis, New Orleans, Dallas, San Francisco, Cincinnati, Los Angeles, Portland, and Seattle.

It was the further Conference recommendation that stations in the large industrial areas be installed first, such as New York, Detroit, Chicago, Boston and so forth, being pointed out that if, for example, an emergency arose in Philadelphia or in Baltimore we have our direct line teletype, and in addition a courier could reach Baltimore in less than an hour and Philadelphia in a little over two hours, driving time.

If the general program is approved, the operating procedures, installation and practices will be worked out in detail and submitted for approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

March 25, 1946

The Executives' Conference on March 25, 1946, those present being Messrs. Tolson, Mumford, Rosen, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, considered the following phraseology for inclusion on a letter size certificate to be issued to former graduates of the FBI National Academy who returned for specialized training. Some of the former graduates are able to be present for only one of the two weeks during which they complete a course offered for but one week. All the phraseology would be typed in the certificate and the Director's autographic signature would be printed on the certificate. There would also be typed on the certificate the specific subjects studied by the student and the dates of attendance at these specialized courses.

The phraseology approved is as follows:

FEDERAL BUREAU OF INVESTIGATION NATIONAL ACADEMY

UNITED STATES DEPARTMENT OF JUSTICE

#323013

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This is to certify that

_____

who is a graduate of the FBI National Academy was afforded specialized postgraduate training

in

_____

from _____ to _____

and is awarded this certificate as evidence of his satisfactory completion of this course of training.

J. Edgar Hoover, Director (to be printed)

This was favored unanimously.

RECORDED & INDEXED 166-2-4-4644 IF IB II

Respectfully,
For the Conference,

30 APR 2 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg

HHC:PJ

THE DIRECTOR

MARCH 22, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Ladd, Tracy, Rosen, Nichols, Harbo, Hendon, and Clegg, considered the recommendations made by Supervisor K. R. McIntire after a survey of the types of material filed in the Records Section.

I.

The recommendation was made that the "Requests for Criminal Record" made by field offices not be placed in the files of the Records Section but instead that they be destroyed in the Identification Division. These form requests for criminal record are received, pertinent data is abstracted in the Identification Division and appropriate action is taken. Mr. Tracy and Supervisors Martin, Shine, and Boyle, who handle a substantial number of the cases in which such criminal records are requested, were all of the opinion that the filing of these records served no useful purpose. One three-day count reflected a total of 96 such forms for filing and 62 such forms were counted during a separate six-day period.

RECOMMENDATION:

It was unanimously the recommendation of the Executives' Conference that such forms not be filed in the future with an increasing saving of expense in the filing processes.

II.

Probation Flash Letters. It was recommended that the "Probation Flash Letters" be destroyed after receipt and posting. This is a form sent to the Bureau by the field offices in instances where a subject is given a probationary sentence so that if the Identification Division received notice of an arrest of the subject while on probation, appropriate notice would be given to that fact. The probation flash letter is filed in the case file in the Records Section of the Bureau after the information is posted in the Identification Division.

Supervisor Caver expressed the opinion there were several thousand such letters yearly. A six-day test count disclosed 116 of these forms for filing. Mr. Bromwell of the Identification Division expressed the opinion they could be destroyed since the pertinent information is posted in the Identification Division. Supervisor Caver, who handles probation matters, on the other hand, indicated that this flash letter is a short cut in determining if the probation flash has been filed, although he acknowledged that the investigative reports are required to show in the details that the probation flash has been forwarded.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Ce: Mr. Clegg
Mr. Hendon

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Mr. Cover advises that it would save some supervisor's time, particularly in cases where there are several subjects and the case is closed for some of the subjects then the probation flash letter would be an easy way to determine if proper action had been taken as to the remaining subjects. A routine telephone call to the Identification Division in each instance to see if it were filed would involve too great a loss of time on the part of the Identification Division, and Mr. Tracy felt that such telephone calls should not be made except in unusual or highly important cases and not as a matter of routine. Mr. Rosen pointed out that if the details of the report reflected that the probationary flash letter was filed there still was no assurance that it reached the Bureau and that proper action was taken in the Identification Division unless after the action was taken this form appeared in the case file.

Those favoring the suggestion that these forms not be placed in the case file but that they be destroyed in the Identification Division as soon as the data is posted in the records there pointed out that this would be a saving in the file room in processing and filing these forms and it would further emphasize the fact that the supervision of the forwarding of these forms would be in the field rather than at the Seat of Government and that the reports would have to be relied upon as being accurate when they state the probation flash has been filed.

RECOMMENDATION:

Mr. Tracy felt that the indication that the probation flash letter had been filed should be required in the synopsis of facts instead of just in the details as at present, although he favored the destruction of these forms in the Identification Division and the suggestion that they not be filed.

Mr. Rosen was opposed to the suggestion since he felt it was a part of the case file, a part of the investigative procedure that should be reflected in the file and it facilitated proper supervision of the case.

All other members of the Conference favored the suggestion that these forms be destroyed in the Identification Division after the data is posted in the Identification records and that, therefore, these forms no longer be filed. They also were of the opinion that the notice in the details of the report that the probation flash had been filed was adequate, and the synopsis, it was believed, should not be cluttered up with this procedural rather than evidentiary information.

III.

Requests for Wanted Notices. Field offices send wanted notices for posting in the Identification Division records of the Bureau in instances where the location of the individuals is desired and such wanted notices are filed by Bureau supervisors in instances where the subject is classified as a fugitive. The recommendation is that these requests for wanted notices be destroyed in the Identification Division and that they not be sent to the case files in the Records Division for filing as is presently done.

The Bureau has handled over 285,000 Selective Service cases since 1940 and Mr. Callan estimated that in a substantially high number of these cases wanted notices had been filed. This, of course, relates to past activity. At present the Bureau is receiving an average of 850 new Selective Service cases monthly and there would be almost this number of wanted notices filed in Selective Service cases alone. Wanted notices, of course, are filed in other fugitive cases and cases involving wanted persons. A six-day count reflected only 51 such forms which from information gathered was not typical.

Supervisors Gunsel and Nelson of the Investigative Division advised that these wanted notices in the investigative files constituted an aid in sending teletypes to field offices when a set of fingerprints is received, gives a proper reference in the teletype referring to the wanted notice request by date. Mr. Callan, in charge of Selective Service, was firmly of the belief that wanted notices should be in the case file to permit proper supervision and to determine whether a wanted notice has been filed and removed.

Mr. Bromwell of the Identification Division stated that the data from the request for wanted notice letter was posted in the Identification Division and the case supervisor could call about it if necessary in unusual cases and when the Identification Division telephoned the supervisor that the person wanted had been identified and located, it would be merely a matter of routine for the supervisor to obtain any desired data at the time the call was made since the identification folder would be in the hands of the identification employee making the telephone call.

RECOMMENDATION:

Messrs. Tolson, Ladd, Tracy, Rosen, and Nichols recommended that immediately after the information is posted in the Identification Division from the request for wanted notice, the request itself could easily and immediately be placed in the folder which would at the time be available and this request would be retained in the Identification Division rather than filed, serialized and processed in the Records Division at the Bureau. It was pointed out there was no additional cost involved in retaining this item of correspondence in the Identification Division folder and a folder is prepared in every case where a wanted notice is filed.

Messrs. Harbo, Hendon and Clegg recommended that this form letter not be retained; that it be immediately destroyed in the Identification Division that that it not be filed anywhere.

It is pointed out that there is a requirement that the details of the report show that the wanted notice has been filed in each instance.

IV.

Requests for Removal of Wanted Notices. In those instances where a wanted notice is filed when the person is no longer wanted, a request is made for the removal of the wanted notice. The recommendation is made that these requests for removal of wanted notices be destroyed and that they not be placed in the case files of the Records Division where they are now retained. Supervisors Stetter and Nelson

advised that theoretically they were of value to the supervisors in reviewing the files but actually, in view of the amount of work, it was not possible to review many of the files. Supervisor Gunsel could think of no reason for retaining these forms in the investigative file. Mr. Callan pointed out that for the supervisor to see that the wanted notices were cancelled it would be necessary to have these forms in the file. There was no way of being certain that they had been removed otherwise. Although it is required that the statement appear in the details of a report that the removal of a wanted notice had been forwarded to the Bureau it was actually not sufficient because the Agent who dictated this in the details of the report might neglect to dictate the removal of wanted notice form.

Mr. Callan believed that 80% to 90% of the more than 285,000 Selective Service cases had had requests for removal of wanted notices forwarded to the Bureau and that substantially 850 new cases were being received monthly now. In addition, there are other types of cases wherein wanted notices are filed and removed.

RECOMMENDATION

It was unanimously recommended by the Executives' Conference that these removal of wanted notice forms be destroyed in the Identification Division as soon as the proper notation is posted in the records there.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR   March 22, 1946

THE JOINT COMMITTEE

SUGGESTION #123
[illegible]: [illegible] AND JOINT COMMITTEE

EXAMINING PERSONNEL: H. C. Clegg   D. E. Conroy
                     E. C. [illegible]   D. [illegible]

SUGGESTION SUBMITTED: The reduction to a minimum of unnecessary reports received at the Bureau.

FINDINGS OF FACT TO DATE: In one test check made of reports received in the Records Section, 383 pending reports, exclusive of Internal Security matters, were examined. Of these the conclusion was reached by those conducting the survey that 162 or 50.% were unnecessary reports in that they reflected merely the continuing status of a case or for other reasons were unnecessary. An examination of a number of these reports by the Committee developed that there was some room for arguing the question as to whether the report was or was not necessary in about 15% of these cases and eliminating them from the survey there would remain approximately 35% of the reports from the sample check made which could be eliminated. It was reasoned that perhaps some of these reports were being made in order to prevent the case from becoming delinquent under the presently existing standards for measuring delinquencies in field offices. In other instances it probably was found more convenient in the field office for the Agent to dictate a report of his inquiries up to that date due to the fact that he was about to be transferred or to attend training school or to be changed in assignment. Nevertheless, these reports were being received at the Bureau and each of them had to be processed through the various procedures in the file room before they were placed in the file.

Mr. Cartwright advised that there were regularly received in the file room, according to fairly recent checks made, 1,123 investigative reports daily. 421 or 37% of these reports were stamped "File" meaning that the supervisor was not directly examining this report before it was filed.

Executive Conference

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE [illegible] BY [illegible]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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From the study of the reports of the analysis of the situation the following propositions were discussed:

I.A. That the present requirement that the monthly administrative report show as delinquent those cases in which an investigative report has not been submitted during the past 45 days be eliminated and that hereafter such a delinquency be obtained but once per year for appropriation purposes or at such special times as the Bureau might request to meet particular problems.

B. Further, that instructions be issued that the reports presently described as "status" reports and interim reports which contribute nothing of substance to the ultimate outcome of the case no longer be prepared.

C. Further, that two supervisors be designated one day each week for the next two months to examine 500 reports received that day at the Bureau and to prepare a form letter to the field office pointing out violations of this rule so that there could soon be established a guide to the field offices as to what is undesirable and also this would provide some enforcement of the rule which is being proposed.

D. Further, that field offices be encouraged to send out undeveloped leads to other offices by letter when the leads are simple and the so called "single-shot" leads and the background information in the more voluminous reports are not necessary for handling such leads.

ADVANTAGES.

1. It would materially reduce the number of reports which are of no value to the Seat of Government or to the field.

2. It would remove the automatic pressure which now exists in submitting delinquency statistics which causes the submission of reports by Agents in order that their cases might not be put in a delinquent status.

3. It would place emphasis upon substantive supervision in the field and substantive investigative activity to bring cases to their logical conclusion rather than hit and miss efforts in stressing the phase of a large number of cases to keep the delinquency figure down.

4. It would encourage investigation instead of report writing.

5. United States Attorneys would be very favorable since it would eliminate unnecessary filing and clerical work in their offices and better attention would be given by them to such reports as they would receive.

6. It would save a great deal of time in the field as well as at the Seat of Government by eliminating unnecessary reports.

Mr. Tolson
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7. It would mean a saving as to preparation of abstract slips, filing, typing, routing and dication.

8. To record inquiries which develop the fact that a case is continuing in the same status, appropriate notations or if necessary a memorandum may be placed in the file by the field office thus reducing to a minimum the amount of dictation and typing and saving the submission of reports in such instances.

9. At the present reports are being submitted in these instances solely to prevent delinquency.

10. It would reduce the number of routing slips which today are being sent to Agents by SACs for the purpose of having them submit reports solely to remove delinquencies thus permitting the SAC to concentrate on supervising investigations instead of urging the preparation of reports.

11. Leads in a great number of cases would be furnished Auxiliary Offices more expeditiously and at a lesser cost in typing and handling.

12. The present delinquency figure actually means but little since a case which from the substantive standpoint may be many months delinquent is not considered a delinquent case merely because some kind of a report has been submitted. It does not show a true picture of the amount of work existing in a field office which requires attention at the present or in the future. This figure is of little value in the assignment of personnel or for other purposes.

DISADVANTAGES:

1. The appropriations committee has become interested in the over-all case delinquency of the Bureau and in the event inquiries are made as to this delinquency at a time other than during the regular hearings it would be necessary to wire the field offices to include this figure in the next monthly report in order that it might be current.

2. The establishment of a "delinquency system" provides an automatic pressure of a type and pressure of the right type is usually desirable. It is pointed out, however, that it is the opinion of the committee that this pressure is not being productive of proper results at this time.

3. It delays the receipt of information at the Seat of Government which might conceivably be of value during the interim when it is merely included in a memorandum in a field office file waiting incorporation in a report.

4. For what value it may be the delinquency figure would be unavailable from month to month in determining the assignment of Agent personnel.

5. It lessens the opportunity for complete Bureau supervision over the progress of investigative activity.

6. Opinions sometimes differ as to whether a report is merely a status report and the adoption of the suggestion might possibly result in a field office failing to report information of value which should have been reported to the Bureau at the time.

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those present were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

A. Messrs. Tolson, Glavin, Tracy, Ladd and Rosen favored continuing the monthly delinquency report as at present.
Mr. Harbo wanted the delinquencies reported quarterly.
Mr. Nichols wanted the delinquencies reported once each 4 months.
Messrs. Hendon, Mumford and Clegg favored the suggestion that delinquencies be reported annually and on special occasions as required.

B. Unanimously favorable that status reports and interim reports which contribute nothing of substance to the ultimate outcome of the case no longer be prepared and instructions to the field issued accordingly.

C. Unanimously favorable that one month after the above instructions to discontinue status reports and unnecessary interim reports are issued two supervisors make a weekly check of 500 investigative reports in order to establish a guide to field offices and to enforce the instructions issued.

D. Unanimously favorable that field offices be encouraged to send out simple leads, not requiring background information to support them, in letter form. All agreed that the instructions issued should stress that this should apply to the simple leads and in no instance to situations wherein a fugitive is to be located who may be dangerous and background data of course in such instances should be furnished to the field office covering the lead.

II. That all reports presently sent to the Bureau which have been stamped "File" by the field not be submitted to the Bureau at any time; and further that the same instructions to the field as above not to prepare unnecessary status reports and other unnecessary reports be issued.

ADVANTAGES:

1. A saving of approximately 40% of the time now spent in processing investigative reports in the Records Section.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
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Pennington
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Nease
Gandy

2. The elimination of the typing of unnecessary copies of reports for transmittal to the Bureau by field offices.

3. The same results as above stated which would reduce the unnecessary preparation of reports would also apply in this instance.

4. Since those reports are not routed to supervisors now and are but infrequently needed by them to review cases it would transfer to a substantial degree the supervision of routine investigations from the Seat of Government to the field offices.

DISADVANTAGES:

1. It would make impossible the supervision of a case file in its entirety at the Seat of Government at any time that special interest in the case might justify a review of the file by any Seat of Government employee.

2. In no instance could the Bureau be assured that a case file was complete for the purpose of supervision or furnishing information to the Department or outside agencies.

3. It would, in fact, mean that the Bureau no longer was a central repository of information elicited in field investigations, and information of possible future value such as unnamed facts or information on reference investigations would not be available.

4. Present authority from the National Archives permits the destruction of reports in the field, the originals of which are on file at the Seat of Government. Based upon this recent ruling, the field is to be authorized to destroy old files after they have reached a certain age. If originals of certain reports in these files have not been submitted to the Bureau a segregation of the material to be destroyed would have to be made in the future.

5. Reports, copies of which have been sent to United States Attorneys, can under the present rule be marked "File." In such instances, however, the Bureau is required to furnish copies to the Department. If the instant suggestion were adopted exceptions would have to be made because of the lack of uniformity in this category of reports.

6. Information contained in a report which today may be marked "File" may as a result of subsequent developments in the case become extremely pertinent and important, but it would not be available to the Seat of Government.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - All members of the Conference unanimously opposed the suggestion as made for the reasons shown under disadvantages.

III. That the original copy of a report in each case be forwarded to the Bureau for indexing and that subsequent thereto the only reports in criminal cases to be forwarded to the Bureau as prepared would be those containing statistical data, summary reports and closing reports and that with the submission of the closing report by the Office of Origin there be simultaneously submitted stapled together in chronological sequence all intervening reports by the Office of Origin and all other offices which have not been previously submitted to the Bureau.

ADVANTAGES:

1. This would reduce the constant flow of reports to the Bureau but would permit in one operation the filing of the closing reports and the interim reports not previously furnished with a corresponding saving in time for processing, indexing, searching, supervising and filing. This saving, Mr. Cartwright advises, would be substantial although he is unable to furnish any accurate estimate as to the actual amount of saving.

2. It would place further responsibility for the supervision of a case on field offices with a corresponding reduction of supervision of the case as far as interim reports are concerned at the Seat of Government.

3. It would reduce the receipt of unnecessary reports for filing at the Seat of Government.

DISADVANTAGES:

1. It would not permit the indexing of additional names included in the case at approximately the time the names were added to the case file in the field thus prohibiting the Bureau from occasionally aiding in the identification of subjects by cross references.

2. It would preclude the supervision of development of cases by the supervisory staff in Washington.

3. It would add to the burdens of the Office of Origin in receiving and maintaining reports which would subsequently have to be withdrawn from the file and forwarded to the Bureau after they are arranged in chronological sequence.

4. The Bureau would not have knowledge of subjects involved subsequent to the transmission of the initial report which might prove embarrassing and inefficient.

5. Since a review of the file would be necessary at the Office of Origin at the time the closing of the report was submitted in order to determine which reports had not previously been furnished to the Bureau it would be a source of possible errors in the field in failing to furnish through oversight to the Bureau reports which the Bureau should have received at the time.

Mr. Tolson
Mr. E. A. Tamm
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6. It would prevent the Bureau keeping the Department advised in developments of interest in which foreign based policy matters were involved.

7. It would cause a lack of uniformity in the number of copies of reports furnished to the Bureau in a given case. Thus, the Bureau would probably receive 3 copies of the opening report as well as 3 copies of the closing report but only one copy each of interim reports.

8. It would in many instances make it necessary for the Bureau to request an additional copy of the report from the field for transmittal to the Department.

9. It would prevent the consolidation of related cases by the Dept of Government which is being handled in different field divisions.

10. The longer period of time information of current interest and value would not be available to the Bureau.

11. A great many complaints to the rule would have to be made in order that the Bureau could meet its responsibilities in the contacts with other governmental agencies and officials.

12. It would increase communications expense as a result of the numerous phone calls which would have to be made to the field to obtain a status and developments in the cases about which inquiries have been made of the Bureau by outside individuals.

13. The suggestion provides that the initial report shall be furnished to the Bureau. However, the interim reports not being furnished to the Bureau until the end of the case may contain information which in such case important or valuable to the Bureau. This would particularly be true in unknown subject cases where the subject is identified in the interim report.

RECOMMENDATION: Unanimously opposed.

INFORMATION COMMITTEE COMMENTS: 3/26/46 - All members of the Conference unanimously were opposed to the suggestion.

IV. That where an investigation, except a few incidental leads, is being handled in one field division such incidental leads be developed by letters sent to auxiliary offices and wherever possible the only report to be submitted by the field division prior to prosecutive action would be the summary or prosecutive report in which all substantive information and evidence developed would appear.

ADVANTAGES:

1. A saving in filing processes in the field and at the Seat of Government occasioned by the elimination of interim reports.

2. Focusing attention upon the real objective of the investigation will thereby encourage the investigation of a case to a conclusion with the least possible interuption.

3. It would make the U. S. Attorneys very happy.

DISADVANTAGES:

1. Agents would be retaining their notes for such an extended period in many instances that they would grow stale and the dictation would not be as accurate and real as at present. (This could be remedied to some extent by the preparation of inserts or memorandum)

2. The inability of the Special Agent in Charge and the Seat of Government to supervise the development of the investigation of a case.

3. The elimination of status reports and other unnecessary reports as recommended elsewhere does away with the need of this suggestion.

RECOMMENDATION: Messrs. Clegg/Conroy and Scheidt - Opposed
Mr. Hendon - In favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Mr. Hendon is in favor of the suggestion for the reasons listed under advantages.

All other members of the conference were opposed for the reasons listed under disadvantages.

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

V. That in all cases except major investigations where the substantive investigation has been completed and the subject has been reported a fugitive thatno further reports covering the investigative activity looking toward the location of the fugitive be submitted to the Bureau or to the United States Attorney until the fugitive is apprehended, this to include Deserter and Selective Service fugitives.

ADVANTAGES:

1. Until the fugitive is located there is really nothing of value to report except investigative steps which would be subject to review by Seat of Government supervisors.

2. There would be a great savings in filing at the Seat of Government of numerous reports which have the effect of stating "We haven't found the fugitive yet." It should be pointed out that in major cases the exception has been made to this suggestion.

DISADVANTAGES:

1. It would not permit the Bureau to give supervision to the steps being taken in the field to locate a fugitive with an attendant relaxation in the pressure put on such cases.

2. It would not permit the Bureau on its own initiative taking necessary steps for the issuance of an identification order but dependence would have to be placed on the field to suggest such an order if and when it saw fit.

RECOMMENDATION: Messrs. Hendon and Scheidt - Opposed
Messrs. Clegg and Conroy - In favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - (the attitude of the Conference toward such reports in deserter cases is being reported under the next suggestion marked VI.)

Messrs. Tolson, Hendon, Ladd, Mumford and Rosen were opposed to the suggestion.

Messrs. Tracy, Glavin, Nichols, Harbo and Clegg were in favor of the suggestion.

Those opposing the suggestion pointed out that it would be extremely difficult unless these interim reports were received in fugitive cases to determine in what instances identification orders should be issued; that it would be impossible at the Seat of Government to make a determination as to when what otherwise might be a routine case might reach a status of major importance; and in the preparation of identification orders there would not be complete information in the Bureau's files as to various investigating steps which had been taken to locate the fugitive thus in addition prevent proper supervision at the Seat of Government of fugitive cases.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION (Con't.)

Those favoring the suggestion point out that "major investigations" were excepted and that whenever in the opinion of the field offices a case reached a status of such importance automatically the reports would be sent to the Bureau in such cases which would be in the vast minority of instances. It is necessary to make a drastic reduction in the amount of work in the Records Section and this would result in a substantial saving in filing and processing reports containing negative information. It is also pointed out that the suggestion does not in any way apply to any report which contains any evidence, but merely the ~~first~~ reports showing entire negative information in the efforts to locate fugitives.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

VI. That no investigative reports be submitted to the Bureau in Deserter Cases.

ADVANTAGES:

1. The information showing the Deserter status and upon which the investigation is initiated is received direct from the Armed Services and properly indexed prior to referral to the field. This includes the placing by the Bureau of appropriate wanted notices in the Identification Division.

2. The sole object of these investigations is to locate the deserter. Steps taken to do so are of no permanent value and of little current interest.

3. At the present all such reports are marked "File" and do not receive substantive supervision at the Seat of Government.

4. Statistical information covering the apprehension of the deserter is recorded from the teletype reporting same and not from the investigative report so that even a closing report serves no purpose.

DISADVANTAGES:

1. There would be original reports in the field office files which could not be destroyed at a subsequent date since the originals would not be on file at the Seat of Government.

2. Information of some possible use contained in these reports would not be available at the Seat of Government which should be the central repository for all information reported in investigations.

3. A deserter from Military Service in time of war is an individual whose lack of loyalty would stamp him as a person whose record should be available to all official parties of interest at any subsequent date.

4. It is very probable that a number of these individuals would subsequently be involved in criminal activities in field divisions other than those who have been interested in him as a deserter.

RECOMMENDATION: Unanimously in favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those favoring the suggestion were Messrs. Clavin, Tracy, Harbo, Nichols, Hendon and Clegg.

Those opposed Messrs. Tolson, Ladd, Mumford and Rosen.

Respectfully,
For the Conference

Clyde Tolson E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Clavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR 3-29-46

The Executive Conference

FILING SURVEY IN RECORDS SECTION

The Executive Conference on March 27, 1946, attended by Messrs. Tolson, Clegg, Glavin, Ladd, Nichols, Tracy, Harbo, Hendon, Mumford and Rosen, considered and approved the recommendation that in Fugitive matters the memorandum prepared by Mr. Quinn Tamm to Mr. Tracy and the yellow of the form letter transmitting the memorandum and copies of its attachments to the field be considered as one piece for filing purposes inasmuch as this will reduce by one half the total filing efforts in this field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

MD:MP

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

March 30, 1946

THE EXECUTIVES CONFERENCE

PROPOSED TWO DAY SCHOOL
FOR RECEPTIONISTS

Miss Mildred Polly of the Records Section recommended that a two day school for Bureau receptionists be held to give instructions particularly for those employees who serve as combination guard and receptionists at the main doors near the elevators on the 6th and 7th floors.

The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, felt that a two day school for these employees would be unnecessary but that a conference lasting approximately three hours would be desirable and consequently such conference will be held if the Director approves. This conference will provide an opportunity for the asking of questions which will be answered at the conference, the submission of suggestions as to proper procedure and an exchange of experiences and the method by which the various unusual occurrences had been satisfactorily handled.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 9/1/92 BY SGS c/bc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

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THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

O Executive Conference

SUGGESTION #13
EMPLOYEE: FRANK D. STANTON
SPECIAL AGENT, ST. PAUL FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, H. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That gymnasium training for agents in the field be reinstituted and that such training be arranged for a late hour in the afternoon when gymnasium facilities are available.

ADVANTAGES:

1. Incentive for some agents taking physical training in order to keep in better physical condition.

2. Development of a greater degree of personal friendliness among the employees participating in the same group meetings.

DISADVANTAGES:

1. It is practically impossible to supervise such a rule in the field and from the Seat of Government.

2. Road work and regular work within headquarters cities interferes so frequently that schedules will not work out.

3. The variety of interests among agent personnel makes any certain program unattractive to many.

4. With the five day week more opportunity is now available to agents to obtain sufficient and proper exercise and recreation.

5. Such a schedule unnecessarily interferes with agent's free time which is contrary to good morale.

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6. Due to the lack of uniformity which would exist throughout the country in such gymnasium training, it would result in excessive exercise on the part of some and may be injurious to personnel.

7. Adequate facilities are very difficult if not impossible to obtain in many areas.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neason
Miss Gandy

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: On March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg unanimously recommended unfavorably.

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Respectfully,
For the Conference

Clyde Tolson

E.A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

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(Type[illegible]arch 1, 1946)

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

SECTION 10H(3)

When a fugitive not the subject of an Identification Order, Inter-division Identification Bulletin or Wanted Flyer is apprehended, located or process has been dismissed, the Bureau and the office of origin shall be advised by teletype message. The office of origin shall then advise all auxiliary offices having leads outstanding. The wire to the auxiliary offices shall indicate the reason why the investigation is being discontinued.

Approved by Executive Conference 3-5-46.

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57 MAR 28 1946

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51 APR 8 1946

ORIGINAL COPY FILED

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by Agent Alexander W. Neale, Jr. of the Washington Field Office during the recent inspection of that office.

Agent Neale suggested that a pistol rack be made and placed in the gun vault so that the personal guns of the Agents could be placed in the rack. Inspector Egan stated that there are only from one to three agent's guns in the vault at a time and he did not feel that it would be necessary to construct a rack for these guns.

The Conference is in agreement with the inspector's recommendation in this regard and does not recommend the construction of a pistol rack to take care of a limited number of guns that may be in the vault at one time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED
EX-40

66-2554-4651
F B I
61 APR 3 1946

WRG:PC

#223013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 11 1946

ORIGINAL COPY FILED IN 66-7160-3731

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: March 22, 1946

FROM : A. ROSEN

SUBJECT: DIVISION OF ORIGIN CHANGES
UNNECESSARY CORRESPONDENCE

In connection with the Bureau's "streamlining" program, the following situation is called to your attention:

Frequently the Bureau, where the occasion warrants, will designate a new division of origin. This, of course, is done by form letter which instructs that the old division of origin carefully review its files to ascertain that the new division of origin has copies of all pertinent serials. In numerous instances, the old division of origin will then direct a letter to the Bureau, or an RUC report, which contains information to the effect that its files have been reviewed and the new division of origin has copies of all pertinent serials. It would appear that such a report or letter is unnecessary inasmuch as the old division of origin has been charged by the Bureau with the responsibility of taking that action. Such a report or letter serves no particular purpose and wastes time and money.

RECOMMENDATION

It is suggested that the attached proposed Bureau Bulletin be prepared and furnished to the field, calling its attention to this situation and requesting the discontinuance of these reports and letters.

Attachment

ADDENDUM: The Executive Conference on March 22, attended by Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Ladd and Rosen, approved the attached Bureau Bulletin.

Director's notation: "OK H."

AHG:aes

#323013
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DATE 9/4/92 BY SJC/bce

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55 APR 1946

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APR 4 - 1946

COPY: PC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD DATE: March 12, 1946

FROM : C. H. CARSON

SUBJECT: COPIES OF REPORTS IN CLOSED SIS INVESTIGATIVE FILES

BACKGROUND

The SIS Manual presently provides that when an investigative case is closed, all but one copy of each serial shall be destroyed. This regulation was placed in effect primarily as a security measure so that should an SIS office through force of circumstances find it necessary to destroy the files of the office, this procedure could be accomplished in less time. It was further believed that once an investigative case file has been closed it is of little value except possibly for reference purposes and more than one copy of each serial serves no purpose.

DETAILS:

The Legal Attache at Panama, Special Agent Clarence W. Moore, has recommended that consideration be given to amending this subsection of the Manual and permitting Legal Attaches to retain additional copies of reports. Mr. Moore states that he feels the advantage gained by achieving smaller files is outweighed by the work attendant to the destruction of the extra copies and the occasional necessity to recopy reports when it is later ascertained that some other office requires a copy of a report from a closed investigative file.

Mr. Moore has apparently assumed that the primary advantage of this procedure is the maintaining of smaller files in the closed section of the administrative files and has overlooked the security angle involved. This, of course is quite easy to understand in Panama where it is hard to imagine a set of circumstances under which we would be forced to destroy our files to avoid possible seizure by a local government. It is realized that there may be occasions when it is necessary to reopen an investigative case and forward a copy of a report to some other office for investigation. However, it is believed that such instances will be so few that the work involved in preparing extra copies of such reports will be outweighed by the advantage of having as little material as possible to destroy in the event of emergency.

RECOMMENDATION:

It is recommended that no change be made in the SIS Manual inthis connection and that Mr. Moore be advised. A suggested letter thanking him for his suggestion is attached.

Attachment

GWH:tlc

Approved by Executives Conference with Messrs. Tolson, Tracy, Harbo, Nichols, Hendon, Clegg, Rosen, and Mumford attending, 3/14/46.

JKM

RECORDED 66-2554-4653

F B I

60 APR 9 19

EX-40

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/9/92 BY

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE BY

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by stenographer E. Ann McNamara of the Washington Field Office during the recent inspection of that office.

Miss McNamara suggested that the property list for women employees be discontinued as the only item on the list is a building pass. For the Director's information a property list is maintained on each employee in the service who has any official property charged to him or her and the Conference felt that since there is no recurring work in the keeping of such a list that the list presently maintained should be continued.

For the Director's further information the inspector felt that the property list of women employees should be continued as it is at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED 66-2554-4654

FBI

61 APR 3 1946

CC: Mr. Clegg
Mr. Hendon

WRG:PC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 11 1946

ORIGINAL COPY FILED IN

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

AR:MP

TO : THE DIRECTOR DATE: 3-11-46

FROM : A. Rosen

SUBJECT: ISSUANCE OF IDENTIFICATION ORDERS

In line with the Director's instructions with reference to the issuance of Identification Orders, the following proposed plan is submitted which will be followed in connection with the preparation and issuance of Identification Orders.

Immediately upon receipt of information in the Bureau that a crime of considerable public interest has been committed or that a crime has been committed by a notorious subject or one who is armed or dangerous, the preparation of an Identification Order is considered and the office of origin requested to furnish sufficient information for the preparation of the Identification Order and to advise by teletype any reasnn why an Identification Order should not be issued at that time. If the office of origin indicates that there is a good likelihood to believe the subject may be apprehended in the immediate future or that publicity concerning the identity of the subject is inadvisable, the issuance of the Identification Order is held in abeyance and the matter followed closely with the field. In other cases where the offense involved is not as serious and the subject is not notorious, Identification Orders are issued only when immediate leads looking toward the location of the subject have been exhausted.

WANTED FLYERS

Wanted Flyers will be published in those highly publicized cases wherein the Identification Order is to be supplemented by wide circularization of a Wanted Flyer.

ADDENDUM: 3-12-46 Approved today by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Ladd and Rosen in attendance.

Director's notation: "OK H."

AR:MP

RECORDED

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY SPS/bc

66-2554-465

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55 APR 4 1946

EX-40

INITIALS ON ORIGINAL

58 APR 10 1946

ORIGINAL COPY FILED IN

THE DIRECTOR 3/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd, Mumford and Rosen considered the question of the preparation and distribution of Identification Orders and Wanted Flyers on escaped prisoners of war.

In view of the great volume of work confronting the Mechanical Section and the number of Identification Orders which must be gotten out on dangerous types of fugitives, the Conference unanimously felt that at the present time it was unnecessary and inadvisable to issue such Identification Orders and Wanted Flyers on prisoners of war as an ordinary thing.

RECOMMENDATION - It is unanimously recommended that Identification Orders and Wanted Flyers in escaped prisoner of war cases not be issued unless from specific facts at hand it appears that the escapee is a dangerous individual. It is further recommended that work presently being done on any such Identification Orders or Wanted Flyers be stopped and that those which have recently been approved not be printed or distributed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY Sgt Cuybe

RECORDED 66-2554-4656
F B I
55 APR 4 1946

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Nease
Miss Gandy

APR 10 1946

ORIGINAL COPY FILED IN 66-2554-3

THE DIRECTOR 4/1/46

Executive Conference

The Executive Conference consisting of Messrs. Tolson, Hendon, Ladd, Clegg, Harbo, Tracy, Glavin and Nichols considered the suggestion of Special Agent Robert H. Kurtzman to the effect that every Agent should be trained to be proficient in the operation of the teletype machine. It was pointed out to the Conference that in order to become proficient in the use of the teletype equipment the Agents must become expert typists. It was the unanimous opinion of the Conference that if the Special Agent in Charge, Assistant Special Agent in Charge, supervisors, and Agents assigned to night and Sunday duty were competent, that this should be sufficient, and accordingly, a bulletin to all Agents in Charge is attached.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
cc - Mr. Hendon

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY

LBN:SL

RECORDED & INDEXED
166-2554-4657
19 APR 4 1946
91-XII

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 APR 8 1946

THE DIRECTOR

March 29, 1946

THE EXECUTIVE CONFERENCE

MAINTENANCE AND REPAIR OF DIAL RECORDERS

On March 26, the Conference considered the proposal that the repair of dial recorders be handled by a private organization rather than by Bureau technicians as at present. The Bureau has 481 dial recorders, which are used on technical surveillances to make a record of the telephone number which has been dialed. In addition, the Bureau has approximately 1,000 sound recorders for the purpose of recording conversations on phonograph-type disks.

For several years we have had a contract with the Presto Corporation for the servicing and repair of the sound recorders. The present proposal is that this contract be expanded to include the service of the dial recorders. Mr. Ladd indicated that there is no objection to this from the security standpoint.

The contract with the Presto Corporation calls for an hourly charge of $3.25 for repair work, plus the cost of parts. An analysis of 44 recent vouchers indicates that the average cost of servicing a sound recorder unit is $74.95, of which $48.43 is for labor and $26.52 for replacement parts. Each sound recording unit is composed of three pieces, namely two turntables and one amplifier. On the other hand, the dial recorder is composed of a single unit and maintenance and repair costs would be correspondingly lower. It has been estimated that the labor cost in repairing the sound recorders would be approximately 20% lower if the work were handled by Bureau technicians. It is assumed that replacement parts would cost the same amount.

Messrs. Tolson, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo are in favor of extending the contract for repairs to include the dial recorders. It was pointed out that the Laboratory is faced with the necessity of reducing personnel from 175 to 108 by June 30 and the elimination of servicing of the dial recorders by the Laboratory technicians will save the time of ½ an employee.

Mr. Glavin was opposed on the ground that it would be more expensive to the Bureau to have the work done by an outside contractor. Mr. Nichols concurred in Mr. Glavin's view.

If the Director approves the majority recommendation, arrangements will be made immediately to have the repair of dial recorders handled under the same contract as sound recorders are now handled by an outside contractor.

Respectfully,
For the Conference.

Clyde Tolson

E. A. Tamm

RECORDED 66-2554-4658

INDEXED

APR 4 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

RTH:AF

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. GLAVIN DATE: February 27, 1946

FROM : R. E. LEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY SP5 cy/bc

SUBJECT:

There is attached hereto Circular No. 3946 and a memorandum from Mr. Andretta dated February 20th relating to the cancellation of all parking privileges in the Department and indicating that certain designated spaces comprising 27 spaces in the garage proper and 6 spaces in Court E would be available to the Bureau subsequent to March 15th.

The background of this particular recommendation stems from the Bureau's survey at which time it was recommended "that all presently outstanding parking permits be cancelled and new permits issued consistent with existent needs and based on an equitable distribution of the available parking spaces between the various offices, bureaus and divisions." As noted from the attachments, it is planned to close entirely Court A and the assignments given to us in Court E represent a reduction of about 14 passes from the assignments we have had. Mr. Andretta advised everyone was being reduced proportionately and the Attorney General had advised not to reallocate any space. I advised him we objected strenuously to the fact that no additional space was made available as we were long suffering in this regard.

During the course of the Survey, it was found that the Bureau of Prisons had 12 spaces in the garage despite the fact that they have vacated the building, and the War Division which has since been liquidated had an assignment of 5. Based on either the total personnel assigned in the building, the total square footage assigned in the building or the total salaries paid to employees in the building the FBI is entitled to a great many more parking spaces than have ever been allowed, yet as it turns out we are actually being reduced.

I think we should make an issue of this matter at this time to try and get the assignments straightened out on some sort of equitable basis as we certainly will not later be able to get an adjustment when this new plan is put into effect.

I happen to know that originally the Department had planned on making some reallocations that would benefit the Bureau; however, they apparently met so much opposition from the other divisions and bureaus that they have not been able to do anything for us, and I would like to recommend that the attached memorandum be directed to Mr. McGranery concerning this matter.

Attachment

On March 6, 1946, this was approved by the Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Harbo, Tracy, Nichols, and Glavin.

REL:val

Director's notation: "OK H."

ORIGINAL COPY FILED IN 66-2554-4659

66-2554-4659
F B I
55 APR 4 1946
EX-2
RECORDED
INITIALS ON ORIGINAL

52 APR 8 1946

THE DIRECTOR

April 2, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of March 26, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Nichols, Harbo, Tracy and Glavin, considered a suggestion made by Mr. Glavin concerning compensatory leave. Mr. Glavin pointed out to the Conference that at the present time there is a tremendous amount of compensatory leave piling up at the Field and the Seat of Government and he feels that steps should be taken by the Bureau at this time to definitely ascertain the amount of the compensatory leave backlog so that this information will be available in determining the actual man days of work we will be able to secure from our operating staff during the next fiscal year.

The Conference was in agreement that this information should be secured.

Should the Director approve, the attached communication should go forward to the field and to the Assistant Directors at the Seat of Government.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Substitute are we going to do about it after we get it. It sounds like "budget bureau double talk" JE

CC: Mr. Hendon
Mr. Clegg

WRG:PC

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/3/92 BY

RECORDED & INDEXED

66-2551-7660

IF IB I

7 APR 4 1946

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EXF 40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

93

APR 5 1946

THE DIRECTOR 4/2/46

THE EXECUTIVES CONFERENCE

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, Mumford and McGuire considered the delay in delivering a memorandum to the Attorney General in the Lieutenant Redin case which was dated March 29. In order to prevent insofar as possible a similar situation arising in the future, the following recommendations are unanimously made:

1. That hereafter the Reading Room will correct all typographical errors appearing in outgoing correspondence, returning to the divisions only those communications where a matter of policy is raised, where it is necessary to rephrase communications, where it is necessary to attach additional copies or where the initials of an Assistant Director are required. It was felt that this would speed the handling of communications on which there are slight errors and insofar as the Lieutenant Redin memorandum was concerned would have completely eliminated all of the trouble. No additional personnel will be required at this time in the Reading Room to handle this work.

2. That the Messenger Room continue to furnish its regular service until 9:30 p.m. At the present time there is no messenger service of a regular nature after 5:30 p.m. except to Assistant Directors whose offices are open. It is therefore possible under the present system for an important piece of mail received in the Central Sorting Unit after 5:30 to remain there until the next morning and if on Friday night to remain there until Monday morning. To render the additional service until 9:30 p.m. will require approximately four additional employees to be on until that time.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 APR 8 1946

RECORDED & INDEXED

EX-AC DM

166-2551-4661

30 APR 4

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#323013

THE DIRECTOR

4/1/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Rosen, Harbo, Hendon and Tracy on March 29, 1946, considered a suggestion of Special Agent K. T. Delavigne that Probation flash notices, Form FD-11, used by the Bureau Field Offices in those cases where the subject has been given a probationary sentence and contains the request that the interested Field Office be advised by the Identification Division if the subject is arrested during the period of probation, be handled in the following manner.

1. That flash letters which cannot be identified be returned to the Field Office with the following words stamped thereon: "Unable to identify in Ident Division files. Bureau should be furnished fingerprints or additional identifying data."

2. That the temporary 3 x 5 name card containing the probation flash notice not be typed until the Field has made a further effort to identify the subject with fingerprints, FBI or police registry number. The present practice is to prepare a temporary name card which must be replaced at a later date.

If the foregoing is approved, there will be a considerable saving in the handling of the work in the Posting Section of the Identification Division.

There is transmitted a letter thanking Agent Delavigne for his suggestion, if approved. The Conference unanimously recommends approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Attachment

SJT:obp

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED 198

EX-18

51 APR 8 1946

66-2554-4662

IF IB II

30 APR 4 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4/3/92 BY

#323013

THE DIRECTOR

April 9, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, was advised by Mr. Glavin that Mr. Tracy had received information from a Mr. Ira Reynolds of the War Assets Administration, to the effect that the War Assets Administration had a number of sets of guide cards which they would sell to the Bureau at acquisition cost.

Samples of the guide card are attached hereto, it being noted that it is the type of guide card utilized by the Identification Division.

The Conference was advised that an appropriate check had been made with the War Assets Administration and it has been ascertained that one type of guide card could be purchased for $44.15 a thousand, through War Assets Administration and the other at $66.00 a thousand, through the same organization.

Both of the guide cards in question are on regular Government schedule and for the Director's information, the guide card which was offered to the Bureau by the War Assets Administration for $44.15 per thousand, can be purchased on the regular schedule for $38.50 per thousand, a savings of $5.65 a thousand. The other type of card can be purchased on general schedule for the same price as it is being listed by the War Assets Administration, $66.00 a thousand.

The Conference is in agreement that no purchase of these guide cards should be made from the War Assets Administration at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRC:rc

51 APR 8 1946

RECORDED & INDEXED
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66-2535-4-4663

12 APR 1946

#323063

ALL INFORMATION CONTAINED
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DATE 9/3/92 BY SSC/bic

THE DIRECTOR

MARCH 28, 1946

THE JOINT COMMITTEE

SUGGESTION 17D
EMPLOYEE: MR. J. J. GLEASON
NORFOLK FIELD OFFICE

Operation Conference

MEMBERS PRESENT: H. H. Clegg, R. B. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That false registration cases under the Selective Service Act be closed when all logical leads have been exhausted.

ADVANTAGES:

1. Many of these registrations were made by those under the Selective Service age who desired to obtain a registration certificate as proof that they were over eighteen and if the persons could be identified and located, no prosecution would ensue.

2. Many of the persons who falsely registered, subsequently registered under the act and have even served in the armed services.

3. Many of those who falsely registered have probably violated the act in other ways and have been subjects in Bureau cases covering these violations without the possibility of our tying them up with the false registration case.

4. Even though these cases are now in a pending status, in reality no productive investigation is being made and consequently no bad consequences will result from closing them.

5. A fair percentage of the persons who are the subject of false registration may have later been inducted into the armed services under other names and cleared in action so that there would be no possibility of solution.

6. This would result in purging the pending files in field offices of numerous deadline cases and correspondingly would reduce the pending files section and administrative overhead.

7. By closing these cases it would enable more concentration upon other Selective Service cases in which productive results might be achieved.

8. A large number of these cases are absolutely deadend and despite all reasonable investigative activity they can never be solved.

9. This suggestion is consistent with the usual Bureau practice followed in other cases of closing cases when all logical leads have been exhausted.

RECORDED 66-2554-4664

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson

51 APR 8 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/92 BY

MEMORANDUM TO THE DIRECTOR MARCH 28, 1946

10. These cases, of course, could be reopened upon the receipt of any information identifying the subject.

11. Upon the closing of such cases, stops might be maintained in the Identification Division by name and description so that cases could be reopened upon the arrest of anyone possibly identical.

DISADVANTAGES:

1. The adoption of any program of this nature would be an admission by the finest investigative organization in the world of its inability to solve difficult cases.

2. Experience has shown that when ingenuity is displayed on these difficult cases, that the Agents are successful in their solution.

3. This would allow the lazy Agent or SAC an easy method to dispose of cases rather than the expenditure of proper effort.

4. In the preparation of statistics of the records of the FBI during World War Two as to the location of Selective Service violators, the Bureau would be forced to admit to Congress and to others its inability to locate a certain percentage of the violators of the Selective Service Act.

5. During the course of collateral investigations, there often comes about the solution of these so called deadend Selective Service cases by the admission of the violator that he had registered two or more times. In this manner, two or more cases are often solved by the arrest of a single individual.

6. The statute of limitations may possibly run in certain types of these cases which would afford their closing in a regular manner.

7. The Department has already refused to accept the responsibility for the closing of these cases and it would be an unwise policy for the Bureau following such refusal to accept the responsibility on its own.

RECOMMENDATION: Messrs. Hendon, Scheidt and Clegg, favorable. Mr. Conroy, Unfavorable.

EXECUTIVES' CONFERENCE ACTION: *Messrs. Tolson, Glavin, Tracy, Harbo, Ladd Mumford and Rosen are opposed to the suggestion and feel that the false registration cases should not be closed for the disadvantages stated above.*

Messrs. Clegg and Hendon are in favor of the suggestion for the reasons stated under advantages.

Respectfully,
For the Conference

Clyde Tolson *E. A. Tamm*

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg

THE DIRECTOR

April 9, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, considered the suggestion submitted by Miss Cheda Eitel of the Administrative Division, suggesting that the Movement Section discontinue the checking of personnel files of Agents to be brought in for In-service.

Miss Eitel pointed out that in view of the fact that extended leave, wife's confinement, indefinite periods of special assignments away from an Agent's office of assignment and probation are carried on the records in the Movement Section, that calling the files to check on them to see if there is any reason why an Agent should not be called in for In-service, is a duplication of work.

It was pointed out to the Conference by Mr. Tolson that in many instances information necessarily needed by the Movement Section before ordering in Special Agents for In-service, and other types of schools, is reflected in the personnel file of the Agent and would not be reflected on movement cards in the Movement Section.

The Conference recommended, therefore, the continuance of the present policy of checking files of prospective In-service School Agents before they are ordered in. Should the Director approve, the attached communication should go forward to Miss Eitel.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2554-4665

32 APR 15 1946

APR 4 11 07 AM 1946
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F.B.I.
U.S. DEPT. OF JUSTICE

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Mumford
Miss Gandy

PC

31 APR 8 1946

#323013 EX-70

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DATE 9/23/92 BY

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by Agent H. P. Callahan to the effect that since all restrictions on making advance reservations were lifted on March 15, 1946, that the Bureau prepare an appropriate bulletin to the field advising the various Special Agents in Charge and Special Agents that in proceeding to Washington for In-service Training or other specialized training in the future that an Agent or other employee take care of the round trip accommodations before beginning to travel. It was pointed out to the Conference that at the present time the Chief Clerk's Office is making all such railroad reservations and since there is no limitation on the time of making reservations at this time it is felt that they can be very easily handled by the various travelers themselves.

The Conference concurs in the suggestion submitted by Agent Callahan and should the Director approve, the Conference recommends that an appropriate bulletin be prepared for transmission to the field in this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

66-2554-4666
IF 13

RECORDED & INDEXED
EX-18

31 APR 4 1946

CC: Mr. Clegg
Mr. Hendon

323013

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Tease
Mr. Candy

WRG:PC

51 APR 8 1946

THE DIRECTOR

3/29/46

THE EXECUTIVES' CONFERENCE

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford, and Clegg, unanimously approved transmitting the attached letter to all SACs instructing them to give detailed training on an individual basis in small offices and in small groups in larger offices in the handling of various types of technical equipment used by Agents in an office. The larger offices have regular "sound men" assigned to them who would give the instruction and where there are no "sound men" in the smaller offices the SAC and ASAC would give the training.

It was pointed out by Mr. Donaldson, the supervisor of technical training, that among the Agents attending the In-Service Schools, as a usual rule, those who come from most of the Eastern offices are quite well informed about the various pieces of technical equipment and are able to handle and use the equipment satisfactorily. This is due in part to the fact that Mr. Donaldson has been able from time to time to visit field offices during their regular quarterly technical training periods. From other sections of the country, as a usual rule, the ability of individual Agents is not as good and it is believed that this intensive course of training in the field office in addition to that received in In-Service Courses once a year will be of definite advantage to the Bureau.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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1966-2554-4667
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37 APR 4 1946

EX-40

Tolson
Tamm
Clegg
Glavin
Ladd
Nichols
Harbo
Gurnea
Hendon
Egan
Leach
Mumford
Quinn Tamm
Mohr
Tracy
Carson
Coffey
Gandy

cc - Mr. Clegg
Mr. Hendon

43

61 APR 8 1946

HHC:PJ

THE DIRECTOR

February 12, 1946

THE EXECUTIVE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/8/92 BY

The Executive Conference of February 8, 1946, consisting of Messrs. Tolson, Clegg, Ladd, Harbo, McGuire, McCabe (for Mr. Rosen) and Glavin considered a suggestion submitted by Special Agent R. F. Cartwright, Supervisor of the Files Section, concerning file covers.

Mr. Cartwright points out that the records of the Files Section are in need of file covers longer in length than the ones presently used. He recommends that file covers of the length of the attached sample be secured for the Files Section.

He points out that for the past several years we have been receiving a great deal of material that is longer in length than the standard size sheets of paper; that because of this, it is necessary under the present procedure to fold this material up at the bottom; that experience has proved that through continued folding and unfolding of the paper, the bottom end soon tears off and must be repaired by the file section; and that also, this folding causes the bottom end of the file to be larger than the top thus taking more space in the file cabinet.

Mr. Cartwright recommended that 100,000 file fronts and 100,000 file backs of the longer size be secured.

It was pointed out to the Conference that the purchase of these particular types of file covers would necessarily come from the Printing and Binding appropriation of the Department and not from the Bureau's appropriation. Glavin pointed out to the Conference that at the present time the Printing and Binding appropriation of the Department is completely obligated, and it may be necessary for the Department to request a Deficiency Bill to cover additional funds which may be needed in this particular appropriation; and that if such a Deficiency Bill is requested, the Administrative Division of the Department may request a Bureau representative to appear before the Deficiency Committee to justify the funds necessary to cover purchases such as these file folders in question.

46-2554-4668

The Conference further points out that the regular type file folder has sufficed and, therefore, it is opposed to the purchasing of 100,000 additional file fronts and file backs of the longer size at the present time. Should the Director approve the Conference recommendation, Mr. Cartwright will be appropriately advised.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Penning
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

Attachment

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Clegg
Mr. Hendon

50 APR 9 1946

WRG:val

R-123

Clyde Tolson E. A. Tamm

ORIGINAL FILED IN

THE DIRECTOR MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #84
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That all accounting courses be discontinued immediately, both for In-Service Agents and for New Agents who may enter the Bureau in the future.

ADVANTAGES:

1. Savings in time which should be spent by accountants in getting actual experience instead of developing more theory.
2. Bureau's present requirement for New Agents is that they be expert accountants with three years' practical accounting experience and thus the accounting course would not be expected to be advantageous to men with such qualifications.
3. It would save clerical time at the Bureau in recording this material.
4. It would save supervisors' time at the Bureau in grading the papers.
5. It would save mimeographing and distributing the accounting lessons.

DISADVANTAGES:

1. Put a premium on dilatory Agents.
2. At present there are in the field only 28 accountants who have not completed the course within the prescribed period and these owe the Bureau an average of less than three lessons each. Accordingly, the special agent accountants in the field have substantially completed the course, and the only accountants with substantial pending lessons are those who have recently returned to the Bureau's service from SIS or military leave.
3. Five years' experience within the Bureau will be substituted for the 3 years' practical accounting experience in the appointment of clerical employees to the positions of Special Agents. These men are benefited by the course.
4. Even experienced accountants might derive some benefit from a review course on accounting theory.
5. Since the great majority of present employees have completed the course and the present requirement is that New Agents must complete it within 1 year the problem and amount of work at any one time in the future will not be as great.

RECOMMENDATION: Messrs. Scheidt, Conroy, and Clegg favor the recommendation as stated; Mr. Hendon is opposed for reasons given.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ROOM:ER:ELW

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RECORDED 66-2554-4669

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55 APR 4 1946

56 APR 11 1946

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File C.T. 66-3304-119

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference considered this matter on 3/13, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

Those favoring continuing the accounting courses as at present were Messrs. Tolson, Glavin, Hendon, Ladd, Mumford and Rosen. Those recommending that they be discontinued were Messrs. Tracy, Nichols and Clegg.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

CC - Mr. Hendon
Mr. Clegg

hho;hd

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO DATE: March 7, 1946

FROM : MR. D. J. PARSONS

SUBJECT: RESEARCH IDENTIFICATION OF INKS - Executive Conference

Prior to the war there was initiated a research project seeking methods of identifying numerous types and brands of writing inks. Methods were desired which would be applicable to our problem, that is, in the identification of the written ink line rather than from bulk samples. Since that time we have collected a large number of ink samples and have made test writings on various types of paper. The project was suspended due to more urgent matters during war time. I have discussed this project with Messrs. Sizoo and Dingle and we are in agreement that important work can be done which would be of great value in our examinations. We have repeatedly received requests to examine and compare ink and ink writings and presently the best we can do is to make spot tests in an effort to find differences and are not in a position to determine specifically what the inks are or to differentiate between different brands of the same type.

I wish to recommend that there be authorized a research project intended to develop methods for identifying inks from an examination of the ink writings. Mr. Cormley of the Document Section is a qualified chemist and being a document man is familiar with the problems and importance. The potential value of this project is such that I think he should be authorized to spend half his time for a period of sixty days on this project. This amount of time, though it may not complete the project, will provide us with valuable information which we can use in our examinations and will permit us to evaluate the desirability of continuing this work an additional period.

RECOMMENDATION: I wish to recommend that there be authorized a research project in the identification of ink for an initial period of thirty man days.

DJP:EH

APPROVED BY EXEC CONF 3/21/46 - present Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, Harbo.

Director's notation: "OK H."

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RECORDED 66-2554-4670
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EX-40 61 APR 5 1946

INITIALS ON ORIGINAL

58 APR 15 1946

THE DIRECTOR

March 30, 1946

THE EXECUTIVES CONFERENCE

SUGGESTION OF FREDERICK D. BAKER, JR.
SPECIAL EMPLOYEE

The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, considered the suggestion of Special Employee Frederick D. Baker, Jr. of the Washington Field Office that a short refresher course be given to all employees returning to the Bureau from military leave.

The conference unanimously recommended that a letter such as the attached be sent to all field offices instructing them to conduct all clerical employees returning to the office from military leave on a tour of the office and to explain in detail the various operations of the office just as is done for newly appointed clerical employees. Similarly the field offices are being instructed that there should be a discussion of the organization and functions of the Bureau as a whole such a discussion being led by the SAC.

If this is approved there is attached hereto a letter to the employee advising him of the action being taken and also a letter to all SACs as suggested.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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& 32 INDEXED

166-2554-4671

22 APR 5 1946

EX-40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachments

61 APR 8 1946

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

THE DIRECTOR

THE EXECUTIVE CONFERENCE

April 3, 1946

The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, considered the suggestion made by Special Agent Edward McCue that Section 6-A (16) of the Manual of Rules and Regulations be changed. He pointed out that the section referred to above reads as follows: "In all correspondence pertaining to Bureau personnel the full name of the employee shall be set forth."

He feels that there is a possibility of a double interpretation of this rule and as the Manual stands it requires the use of cumbersome middle names. Special Agent McCue suggested that this Manual Section be revised to read as follows: "In all correspondence pertaining to Bureau personnel, the name of the employee as it appears on the Bureau pay roll shall be set forth."

Mr. Glavin advised the Conference that the use of the pay roll name would suffice in every instance.

The Conference was in agreement that the suggestion submitted by Agent McCue be approved. Subject to the Director's approval, the attached memorandum should go forward to the Training Division concerning the change in the Manual Section and the attached communication should go forward to Agent McCue thanking him.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED & INDEXED. Tamm

Ent 66-2554-4672

31 APR 5 1946

CC: Mr. Hendon
Mr. Clegg.

EX-18

#323013

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Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

51 APR 8 1946

WRG:PC

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg gave consideration to the matter of attendance and training in the Bureau's gymnasium.

1. The schedule has been prepared to become effective at once calling for physical training of the supervisory staff for four periods as follows:

10:00 - 11:00 A.M.
11:00 - 12:00 Noon
12:00 - 1:00 P.M.
4:00 - 5:00 P.M.

The FBI National Academy, in two sections, would take training as follows:

2:00 - 3:00 P.M.
3:00 - 4:00 P.M.

2. Beginning May 15, 1946, all gymnasium training would be given during the summer months on the roof gymnasium except in inclement weather when training would be given in the basement gymnasium. One gymnasium will be closed at all times due to the fact that only one instructor and one attendant will be available.

3. When new Agents' classes are in session at Washington the new Agents' training will be given from 11:00 - 12:00 Noon and an additional hour from 9:00 - 10:00 A.M. would be provided for the supervisory staff.

RECORDED 66-2554-4673

4. That the weekly pink memorandum listing the names of the supervisors absent during the previous week which is sent to each Assistant Director for notations as to reasons for such absence be discontinued immediately.

EX-40 APR 5 1946

5. That gymnasium training in the future be on a strictly voluntary basis for members of the supervisory staff in Washington and those who desire to go will be permitted to attend at regularly scheduled periods provided for supervisors. There will be no requirement for their attendance any specific number of times or at all.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 APR 8 1946

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6. That students in new Agents' classes and FBI National Academy be required to attend as at present.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

HHC:rs

R. T. HARBO

March 5, 1946

I. W. CONRAD

Magnetic Retriever

HISTORICAL BACKGROUND:

Several years ago the Bureau obtained through one of its field divisions a six-volt electro lifting magnet operating from a wet-cell battery that could be used submerged in water for the purpose of retrieving magnetic tools or weapons that were magnetic. This magnet was approximately five inches in diameter with a weight of four pounds, but it had a lifting power in direct contact with a good magnetic substance of 67 pounds. This magnet was maintained for several years in the Laboratory museum as an exhibit for tours. It was last used in September, 1944 in searching a lagoon off the Potomac in conjunction with a murder case.

Last year the Boston field division forwarded to the Bureau a clipping from the Police Chiefs' News Letter dated May, 1945 covering a discussion of a magnet capable of lifting 300 pounds, with a possible lifting power of 500 pounds, which required no batteries or electrical fixtures. The clipping related that this magnet was then used by the Bridgeport, Connecticut police department and was the result of months of research and study by police superintendent John D. Lyddy of Bridgeport, Connecticut. The article further related that the magnet was planned for retrieving evidence such as weapons used in murder or assault cases from bodies of water but that it could also be utilized for retrieving articles of evidence from almost any hiding place.

Contact was also made with the General Electric Company of Schenectady, New York in September, 1945 relative to a magnet designed specially for possible Bureau application. On October 11, 1945 a letter was received from the General Electric Company covering the transmittal of sketch #69085-59 for a proposed FBI magnetic retriever. This sketch illustrated a magnet made up of six magnetic sections which could be arranged in a group to cover an area approximately two feet by three feet or could be assembled adjacent to one another endwise to give a magnetic unit approximately 9 inches by 9 feet. It is noted that the General Electric Company states that the holding force under ideal conditions would be 300 pounds per magnetic section or a total of 1800 pounds with all six sections. No data was obtained relative to flux distribution, weight, or the variation of magnetic pull with distance. Accordingly, a further request was made of General Electric for additional pertinent data.

RECORDED 66-2554-4674

A second letter dated December 12, 1945 was received from the General Electric Company covering the transmittal of charts of flux distribution and magnetic pull in pounds for varying distances from the magnet of General Electric Weapon Retriever Magnet 32D103G3. This was the first information that

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

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the Bureau had relative to the General Electric Company manufacturing a definite weapon retriever prior to the Bureau's original inquiry. It is noted that in this communication General Electric advised the most efficient magnet assembly on the basis of data from their present weapon retriever would be one composed of ten magnetic sections which is in agreement with the original sketch submitted by them. An examination of the chart covering the pounds pull indicates that the pull depends upon the distance of the material being retrieved from the contact surface of the magnet. The figures being tabulated directly below indicate the amount of pull for the General Electric type 32D10303 Weapon Retriever Magnet:

POUNDS PULL ON COLD ROLLED STEEL	DISTANCE FROM MAGNET IN INCHES
75	0.045
60	0.050
49	0.060
40	0.075
31	0.100
12½	0.250
6	0.500
3¾	0.750
2	1.000

Thus it is noted that even at 1/10 of an inch distance the pulling power of the magnet decreases very materially and it is only normal to assume that practically any type of obstruction coming between the magnet and the item to be retrieved such as sticks, weeds, et cetera would have a thickness of at least 1/10 inch.

A third letter was received from General Electric Company dated January 14, 1946 identifying their weapon retriever 32D10303 as being identical with the magnet first brought to the Bureau's attention by the Boston field division. General Electric advises that this type retriever is being used by police departments in San Antonio, Texas and New Orleans, Louisiana as well as in Bridgeport, Connecticut. Additional descriptive data relative to this particular magnet also indicated that it had a length of 5¾ inches, a width of 4 inches and a weight of 25 pounds. On this basis, the weight of the retriever which General Electric proposes, and which comprises 6 sections of 10 or 11 magnetic elements each, is approximately 275 pounds, as there are 11 times as many elements in the proposed unit as in the model already in production. This weight would definitely be a considerable handicap in making the proposed magnet too unwieldy for Bureau applications.

In January, 1946 the Bureau received a descriptive circular from Standard-Johnson Company, Incorporated of Washington, D. C. representing Federal Laboratories Incorporated of Pittsburgh relating to the Federal permanent searching

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Lease
Miss Gandy

magnet which appears to have been developed for much the same purpose as the General Electric weapon retriever. The Federal unit comes in various sizes; namely, 8 by 8 inches, 8 by 18 inches, and 8 by 36 inches. The Federal magnet is also for use on land or under water.

CONCLUSIONS:

Under ambient conditions it will be extremely rare to find a body of water whose bottom is sufficiently smooth or regular to insure that effective magnetic pull is being exerted on all areas passed over by a magnet. It is natural to expect better use of a magnetic retriever by the so-called puddling action where the magnet is raised and lowered vertically rather than by the so-called raking action where the magnet is pulled across the bottom, but even with the compact form of the proposed FBI magnet with an area of approximately 2 feet by 3 feet there will be few instances found where water will have a bottom surface which does not vary in contour of an area this size. With the raking or dragging action of a retriever there is always a possibility of disengaging the metal object of interest by its being caught with some foreign object embedded in the bottom. It is also pointed out that the greater the pulling power of a magnet the greater would be the force required to remove it from a permanently fixed magnetic object that it might come in contact with on the bottom of a river or lake such as cast iron water or sewer mains. It is also noted the Bridgeport, Connecticut police advise that their magnet has a lifting power of 300 pounds with a possible lift of 500 pounds whereas the General Electric Corporation itself who developed the Alnico 5 material from which the magnet is constructed advise that 300 pounds will be obtained only under ideal conditions that would be a flat surface of soft iron or machine steel in direct contact with the lifting surface of the magnet. Any line or point contact, or any separation between the object to be retrieved and the magnet, would drastically reduce the actual pulling power or lifting power of the magnet. In most instances involving the recovery of weapons such as knives, hammers, guns, et cetera, very little actual contact surface would be available for direct contact with the magnet.

Relative to spacing or distance between the magnet and the object to be retrieved any foreign object such as grass, sea weed, sticks, or debris of any type, including mud or silt in which the item may have become embedded will act as a distance separator. From the curve submitted by the General Electric Corporation it is noted that the actual pulling power of a magnet at 1-inch is reduced to 1/40 of its power as compared to the pull at 1/400-inch.

In operating a magnetic retriever in water capable of lifting an approximate weight of 1800 pounds it would be necessary to utilize a single strand manila rope measuring at least 5/8 inch in diameter with a working strength of 80 pounds pull and a maximum load limit of approximately 2900 pounds. The weight of this rope alone would be approximately 13 pounds per 100-foot length.

The approximate weight of the proposed FBI magnetic retriever based upon the weights available from the Bridgeport, Connecticut unit indicate that the weight will be at least 275 pounds exclusive of any additional strapping bars or plates used in making up the overall assemblies.

Federal Laboratories Incorporated submitted a sample of their smaller type lifting magnet measuring 8 inches by 8 inches and weighing 12 pounds on the evening of February 13, 1946 for examination. It was found that the magnetic lifting power of the device would lift a German machine pistol weighing 2 pounds a distance of 3/8 inches, a 45-automatic weighing 2 pounds a distance of 1 3/8 inches, a 7-pound Winchester a distance of 5/8 inches, a 3-pound monkey wrench a distance of 3/8 inches, a 1½-pound claw hammer a distance of 3/4 inches, a 3-pound machinist's hammer a distance of 1/4-inch, and a 1½-pound Scout axe a distance of 7/8 inches. These experimentations were, of course, carried out under conditions in the Laboratory which could be considered ideal inasmuch as there was no silt, mud, or other obstruction hindering the lifting of the various objects by the magnet. The sample magnet was returned to Mr. E. H. Pitcher the local representative of Federal Laboratories on March 5, 1946.

RECOMMENDATION:

It is recommended that arrangements be made to purchase one of the present General Electric weapon retriever magnets bearing General Electric catalog number 32D10363, having a weight of 25 pounds, and it is suggested that arrangements also be made to purchase one of the Federal permanent searching magnets measuring 8 inches by 18 inches which also has a weight of 25 pounds. This will enable a direct comparison in the laboratory to determine the actual pulling force per unit weight of the types presently available on the commercial market. It is further recommended that no further action be taken relative to having the General Electric Corporation construct a special magnet for the Bureau at this time in view of the estimated cost of $1000 for such a unit. Quotations of the exact costs of the General Electric and Federal magnets have not yet been made available to the Bureau but it is believed that each retriever will cost approximately $150.

ADDENDUM: 3-20-46 Since these two units vary in their design and application, I believe both should be obtained. They will have investigative use and will permit us to comply to requests from field offices which we have not been able to handle previously.

DJP

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Page Four
Memorandum for Mr. Harbo
10-6
RPP:MAC

Addendum: On March 26, 1946, the Executive Conference decided that consideration of this matter should be deferred until July 1, 1946.

RTH

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the matter of the Bureau's present liaison with Surplus Property Agency. When the Bureau desires to obtain surplus property the contacts and liaison is handled by Mr. Lee of the Chief Clerk's Office. When requests from police are received concerning special contacts they are handled by Mr. Rogers of the Training and Inspection Division. There is an increasing volume of correspondence with police in this field. The inquiries following the publication of the Bureau's potential services in the FBI Law Enforcement Bulletin usually relate questions as to where and how certain types of equipment can be obtained. Its availability is ascertained by telephone and the police department is written.

Since there is a duplication of contact and liaison relationship, it is recommended this work be consolidated in one Division and it was unanimously recommended Mr. Lee of the Chief Clerk's Office handle this matter including liaison and correspondence both in connection with FBI requisitioning of property and police inquiries.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

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DATE 9/11/82 BY

HHC:rs

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Quinn
Tamm
Tease
Wendy

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THE DIRECTOR

MARCH 26, 1946

THE JOINT COMMITTEE

SUGGESTION #17A
EMPLOYEE: EMPLOYEES OF NORFOLK OFFICE

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, R. Scheidt

Executive Conference

EMPLOYEE SUGGESTS: That the colored cards now being placed in the closed file section to indicate that there is a chargeout of a file or serial from the closed files be eliminated.

ADVANTAGES:

1. In smaller offices, it would be somewhat more convenient to resort to the old purgatory system wherein there would be a special section for the closed file folders from which chargeouts had been made.

2. Eliminates some administrative and clerical functions in the field although others would have to be substituted therefor.

3. The present system requires a periodic examination of all closed file cabinets to make a check with respect to files and serials charged out, whereas the purgatory system would have the files in question segregated.

DISADVANTAGES:

1. It is imperative in the larger offices of the Bureau that some system other than purgatory system be inaugurated due to the large volume of files located on different floors which would have to be brought down and kept in a special section.

2. This system is working better now than at any other time.

3. This system has saved administrative work by personnel as compared with previous systems on a nationwide basis.

4. It is necessary to have some system which will maintain a followup in control over closed files to prevent loss.

RECORDED & INDEXED 166-2551-4676 125 EX-40 APR 8 1946

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE ACTION:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Rosen, and Clegg being present considered the above matter.

RECOMMENDATION: Unfavorable.

Mr. Hendon
Mr. Clegg

HHC/mb APR 9 - 1946

Respectfully,
For the Conference

E. A. Tamm

#323013
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HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY 932 / bce

THE DIRECTOR MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION #19A
EMPLOYEE: MR. H. B. FLETCHER
PHILADELPHIA FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg H. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That at the next series of in-service schools, the time be devoted exclusively to training Agent personnel in the administrative operations of Bureau field offices, or, as an alternative, that the Bureau operate such a series of training schools in the various field offices by sending representatives out from Bureau headquarters.

ADVANTAGES:

1. Greater knowledge of field operations on the part of Agent personnel would permit them to handle their individual work more efficiently with the over-all problems of the field office in mind.

2. It might create some incentive for better work, looking toward administrative advancement.

3. At the present, the FBI Handbook has a minimum of instruction and information as to the administrative operation of a field office and the lack of knowledge on the part of Special Agent personnel causes increased error from an administrative standpoint which might be corrected by such training.

DISADVANTAGES:

1. The time necessary could better be spent on investigative activity at the In-service school.

2. With the large amount of investigative personnel presently in the field, detailed knowledge of administrative functions is not absolutely necessary.

3. The principal need for In-service training is to deal with broad policy and investigative changes.

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66-2554 4677
22 APR 8 1946

4. We do not have the time or personnel to spend upon the project of giving training of this type in various field offices.

5. Programs have been conducted in field offices during the past several years which, in a measure, have covered this field.

6. Only a relatively small portion of Agents are actually called upon to

Mr. Tolson
Mr. S. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC/wl 1946

regularly perform administrative duties in the field office and insofar as the remainder of the Agent personnel is concerned, this would be training which they would have relatively small occasion to use.

7. With the decreasing number of Special Agents in the field there is an increasing personal contact of the Agents with their supervisors and SAC's and as a consequence they have a tendency to learn some of these duties through personal contact.

8. In the past when the occasion has demanded, the Bureau has conducted administrative schools to give detailed instructions to qualified personnel along these lines. This has afforded the training where it could best be utilized.

9. Instructions have recently been issued that Agents with more than three years experience be given an opportunity, where the work in the office will permit, to sit on the desk for short periods of time in order to become familiar with the administrative operation.

10. Ample opportunities already exist for Agents to become familiar with the administrative operations of field offices and hence if an Agent of any extensive experience is unfamiliar with such operations, it is due to a lack of ability or desire on his part.

11. An adequate supply of the Manual of Rules and Regulations, which includes administrative details, is available in the field offices for reference purposes.

RECOMMENDATION: Unanimously unfavorable, and as an alternative, it is recommended:

1. ~~That~~ at the next series of In-service schools, a forum be devoted to the question of field office administration

and

2. That field offices be requested to devote a proportionate amount of time to this subject at one of the next semi-annual conferences of Agents.

EXECUTIVES' CONFERENCE ACTION:

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg being present considered the above matter and unanimously disapproved the suggestion of SAC Fletcher but unanimously approved recommendation of Joint Committee as set forth immediately above.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Sandy

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

#223013
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DATE 9/14/92 BY SP/Sc/Kr

THE DIRECTOR MARCH 28, 1946

THE JOINT COMMITTEE

SUGGESTION #186
EMPLOYEE: SAC M. W. MC FARLIN
LOUISVILLE FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the use of the search stamp which is presently being utilized in all field offices be discontinued. This stamp is used to serve various clerical functions and requires the clerical employee performing each function to initial alongside in order to affix responsibility.

ADVANTAGES:

1. It would save clerical time.

2. It is a useless procedure in most offices since the duties of the various clerical employees are sufficiently defined that responsibility can be affixed without a stamp except during temporary absence.

3. Employees are now better trained and more capable than they were at the time this procedure was instituted.

4. There are fewer employees engaging in these duties in the office than at one time.

5. Eliminates red tape in the handling of incoming communications since this is one added step in the production line.

166-2554-4678

6. Even in the larger offices the duties are now generally arranged so that the same employee handles all of the functions when made and the same employee initials the incoming serial several times or makes some mark indicating that she has handled all those functions.

EX-40

7. No instances known where any employee has been dismissed or reprimanded because of any so called "affixing of responsibility."

8. This merely provides for the initial handling of the serial. When it is subsequently charged out or moved for any reason and refiled, no one knows who did it if it is wrong and it has the inference of placing the responsibility for guilt on an innocent person.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

DISADVANTAGES:

1. Upon some occasions, it might not be possible to affix the responsibility upon the clerical employee who has made an error.

HHC/wAPR 9 - 1946

MEMORANDUM TO THE DIRECTOR MARCH 28, 1946

2. Some administrative efficiency might be lost in a larger office where a large number of clerical employees are engaged in clerical functions.

3. The system does not require a great amount of effort or time.

4. The use of this stamp was discontinued on a prior occasion at which time a number of offices urged very strongly that it again be used.

RECOMMENDATION: Unanimously favorable that the search stamp be discontinued.

EXECUTIVES' CONFERENCE ACTION:

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg being present considered the above matter.

Messrs. Glavin and Harbo recommended unfavorably.

All other members present recommended favorably.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

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DATE 9/11/92 BY SP/Ciphce

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NOT USED

THE DIRECTOR

THE EXECUTIVE CONFERENCE

March 28, 1946

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy and Glavin, considered the suggestion submitted by stenographer Crystal H. Schroer of the Washington Field Office during the recent inspection of that office.

Mrs. Schroer suggested that the Bureau endeavor to have delivered to employees with each salary check, the breakdown of the check so that the employee would know what the gross earnings, the overtime payments, and other deductions taken from the check were. She pointed out that other Government services are doing this.

Glavin advised the Conference that a statement, such as mentioned by the employee, is presently being considered in connection with our I.B.M. payroll setup and we will be able to include such a statement with the checks in the near future. A considerable supply of forms now on hand will be exhausted prior to making the proposed change. Such change will be made first on the Cash Payrolls as this does not involve additional work and it is expected to prepare supplemental statements on the Check rolls prior to the expiration of the calendar year.

Don't delay during it too long I don't mean it should be accomplished until Dec. 1946?

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

WRG:PG:JM

CC: Mr. Clegg
CC: Mr. Hendon

RECORDED & INDEXED 13

66-2534-4680

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EX-40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 APR 9 - 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. NICHOLS DATE: March 12, 1946

FROM : A. E. LEONARD

SUBJECT: "NUMBER OF POLICE DEPARTMENT EMPLOYEES, APRIL 30, 1946"

As you will recall, during the war years data relative to the number of police department employees was collected only from cities over 25,000 in population; however, prior to the war this information was collected and published for all cities, regardless of size.

It is recommended that we now again obtain this data from all cities regardless of size. There is attached hereto a letter to Mr. Ryan, Clearance Officer, Division of Statistical Standards, Bureau of the Budget, requesting approval of this form. The form has been modified to eliminate any reference to auxiliary police inasmuch as these organizations have been abolished. A copy of the form letter which will be used to transmit the reports is also enclosed with the letter to Mr. Ryan per the request of the Budget Bureau.

It is desired to point out that this form will have to be submitted to the Budget Bureau for approval even though the distribution would be limited to cities over 25,000 inasmuch as the form has been modified to omit any reference to auxiliary police. The original of the form has been retained in this section for use in printing.

Attachment

MFR:MEW

ADDENDUM: LBN:HBM: 3/14/46

The Executives Conference, consisting of Messsrs. Tolson, Rosen, Mumford, Clegg, Harbo, Hendon, Tracy, Ladd, and Nichols, recommended the compilation of the data described above, which has heretofore been done on an annual basis; and, in addition, recommended we collect figures on the number of law enforcement officers killed in the line of duty for 1945.

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INITIALS ON ORIGINAL - 12

50 APR 15 1946

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THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the matter of correspondence now sent to police agencies with reference to representatives of police departments who attend the FBI National Academy.

1. A letter is transmitted during the first week of attendance by a police officer to his department advising that he has arrived and it is hoped that the training will be found to be of benefit.

2. A letter is written immediately after graduation advising of the graduation of the police officer and expressing hope his training can be utilized for police training purposes in his own department.

With the view of reducing correspondence, Mr. Hendon recommended both of these letters be eliminated. All other members of the Conference recommended the first letter only advising of the arrival of the student in Washington be eliminated.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

#32 30 63
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY

CC: Mr. Hendon
Mr. Clegg

INDEXED
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FBI
61 APR 9 1946
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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Case
Mr. Candy

APR 16 1946
RECORDED
ORIGINAL COPY FILED IN

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

Date: March 13, 1946

FROM : Mr. J. A. Sizoo

Of Executive Engineer

SUBJECT: Analyte North-Light Comparator

Mr. Fred C. Reinshield, vice-president and general sales manager of Analyte Instruments, Inc., 1450 Broadway, New York 18, New York appeared in the FBI Laboratory on March 12, 1946 for a demonstration of a new Analyte Color Comparator. This demonstration was witnessed by several men from both the Physics and Chemistry Section and the Document Section. The new Analyte Color Comparator, or Analyte North-Light Comparator, is an instrument measuring 20 X 20 X 15 inches and weighing 120 pounds. It is operated from any 110 - 115 volt A. C. power outlet and is equipped with an ordinary 50-watt incandescent lamp as well as a special lamp or grid controlled by a toggle switch. The special lamp or grid is of the gas discharge variety, giving band spectra, utilizing the rare gases and operating without a filter. The life span of this lamp is said to be about 1000 hours during which time there is no variation in quality and quantity, and ordinary variations in line voltage do not influence the quality of the light. The grid may be replaced with a new one when exhausted.

The outstanding claim made for this light is that it may be considered the equivalent of north-sky light, regarded standard for color-matching. The spectrum is said to be continuous, consisting of overlapping bands. No other source of artificial light is said to give a continuous spectrum with overlapping bands such as is provided by this one.

There has long been an urgent need for a lamp producing a continuous spectrum equivalent to north-sky light in industries where color-matching is of primary importance such as the textile and paint industries. It often occurs that two colors match perfectly in north-sky light but fail to match even remotely under ordinary incandescent light, and vice versa. This lamp is designed to provide a uniform standard for such color-matching.

This lamp finds application in our work here in the Laboratory in numerous fields, included in which is the comparison of fibers, the matching of dyes, paint comparisons, the matching of inks and paper, soil and blood examinations, printer's inks, lipstick comparisons, et cetera. In many instances such examinations must be made at the time when north-sky light is not available.

The price of this lamp is quoted at $295. An extra grid or light unit for replacement is quoted at $25.00, bringing the total cost to $320. Another attachment is available, priced at $100, consisting of a vertical grid with a ground glass front for use on transparent objects such as kodachrome negatives, but this feature does not appear to have many applications in our work. This lamp is available on a 30 day trial basis.

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FMM:JC

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DATE 9/11/82 BY Sgt. 2/Lee

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The literature and business card of the Analyte representative are attached.

RECOMMENDATION:

That one of these lamps with an extra grid, aggregate price $320, be obtained for the FBI Laboratory on a 30 day trial basis after which a further recommendation will be made.

ADDENDUM: The Executive Conference of March 19, 1946, approved the purchase of these items of equipment.

cc-Mr. Tamm
Mr. Rosen
Mr. McCabe
Mr. Carver

WEC:MFW

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP3 Tolbert

3/27/46

THE DIRECTOR

A. ROSEN

Executive Conference

PROPOSED REVISION OF SECTION 8A
MANUAL OF RULES AND REGULATIONS

Submitted herewith is a proposed revision of sub-division 3 of Section 8A of the Manual of Rules and Regulations the purpose of which is to increase the scope of information furnished local law enforcement agencies and make more uniform the procedure to be followed in doing this.

REASONS

Incidental to the investigation of Bureau cases, Agents frequently develop information of value to local law enforcement agencies. Subjects of National Motor Vehicle Theft Act, Impersonation, Theft from Interstate Shipment, National Stolen Property Act, and similar investigations frequently admit such violations as thefts and abandonment of cars transported intra-state, burglaries, robberies, issuing fraudulent checks, aggravated assaults and the theft and disposition of valuable property. Similar factual information is often obtained from associates of subject.

Usually this information would materially assist city, county or state police in the investigation of their cases or in the recovery of stolen property.

The present provision of Section 8A, sub-division 3 is quoted as follows:

"As information is received indicating a violation of a local statute, it should be furnished to local police authorities for the purpose of possible prosecution and to clear their records, unless to do so would interfere with the investigation or the proper handling of a case in which the Bureau is interested."

RECORDED 166-1554-4684

It has been observed, however, that the field divisions do not follow a uniform procedure in relaying information of this character to the local agencies. In some instances the information is delivered by letter but in other cases the auxiliary office relays the information orally in compliance with a lead.

ENCL. 3

The proposed revision should establish a uniform procedure for making the information a matter of record for the attention of the responsible head of the interested agency. It is submitted that there would be a distinct advantage in adopting a uniform procedure for conveying this information in written form rather than orally, but the suggested revision provides for personal delivery by the SAC, ASAC, or an agent designated by the SAC when such action is deemed advisable.

It is also believed that the inclusion of such items as prosecutive status, place of subject's incarceration, description and background information would provide the local agency with the information needed to complete its records. This communication could then be routed by the chief or sheriff to the proper squad officer and it would contain these facts which would facilitate the identification of offense in their files and the proper handling of the case thereafter.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 15 1946

ORIGINAL COPY FILED IN

Memo for the Director

It is thought that the adoption of this procedure, although entailing no additional investigative effort on the part of the Bureau, would provide an excellent medium for increasing to an even greater extent the assistance rendered by the Bureau to local law enforcement agencies. The number of cases in which assistance of this character was rendered would be a matter of record in each field office. It would assist Agents in Charge in keeping local departments cognizant of the cooperative functions performed by the Bureau. It would be a positive method of promoting good will and an even more reciprocal attitude on the part of local officers.

It is also believed that these letters, which might be referred to as "Cooperation Letters to Police," might serve as a precedent for the establishment of a similar procedure for the exchange of similar data by police departments and the further strengthening of cooperative action among law enforcement bodies.

RECOMMENDATION

If the proposed revision is approved this memorandum should be referred to the Training and Inspection Division in order that the changes can be effected.

Enclosure

ADDENDUM: AR:WW 3/27/46 Approved by the Executive Conference today with Messrs. Tolson, Glavin, Nichols, Hendon, Tracy, Harbo, Lumford, Clegg, Ladd and Rosen in attendance.

OK
H

PROPOSED REVISION OF SECTION 8A OF THE
MANUAL OF RULES AND REGULATIONS

8A. (1) Same.

(2) Same.

(3) Whenever information is received which would enable a local law enforcement agency to clear its records of offenses reported, to recover stolen property, or to identify a violator of a local criminal statute, the Field Division, possessing such information shall:

a. If the interested agency is within the territory of another Field Division, direct a letter to that Field Division containing the following pertinent items of information for reference to the appropriate agency:

(a) All of the information available which pertains to the local violation.

(b) The circumstances under which this information was obtained.

(c) The nature and location of any evidence which might be required for trial purposes.

(d) The prosecutive status where a Federal violation over which the Bureau has investigative jurisdiction is involved, including the name of the United States Attorney, the address of the United States Marshal to whom a warrant might be forwarded as a detainer, and the place where subject is being detained.

66-2554-4684

ENCLOSURE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

(e) Available descriptive and background data concerning the subject.

b. If the interested agency is in the same Field Division, direct a letter to that agency setting forth the information available in the manner prescribed above.

c. Include a statement that this action has been taken in the investigative report.

d. When deemed advisable by the Special Agent in Charge the information of interest to a local agency may be delivered personally to the head of that agency by the Special Agent in Charge, Assistant Special Agent in Charge or an agent designated by the Special Agent in Charge.

This action should be taken only when the subject is in custody or when the reference of such information would not interfere with the investigation or proper handling of a case in which the Bureau is interested.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

April 5, 1946

THE DIRECTOR

EXECUTIVES' CONFERENCE

The Alabama Department of Public Safety is divided into two separate organizations. The head of each is not responsible to the other. One organization handles patrol work and the other criminal investigations. The Governor of Alabama, apparently approached by Mr. Abbaticchio, has requested that one representative be accepted from each of these organizations in the July Session of the FBI National Academy. It appears quite right that this be done. Some of the earlier negotiations were with Director of Public Safety Van B. Gilbert who made uncomplimentary remarks which were untruthful at the IACP meeting in Miami Beach last year.

The Executives' Conference on April 2, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the recommendation of SAC Abbaticchio that one representative from the Criminal Investigative Division and another from the Patrol Division of the Alabama Department of Public Safety be permitted to attend the same session of the FBI National Academy.

The Conference recommends favorably provided Abbaticchio will deal exclusively with the Governor of Alabama and not with Gilbert in the future handling of this matter and that Abbaticchio be advised that invitations, if approved, will be sent to the Governor.

If this is approved, there is attached hereto a teletype to the Birmingham Office accordingly.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

Attachment

CC: Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:mg

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30 APR 11 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

April 5, 1946

The Executive Conference of April 4, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Nichols, Hendon, Harbo, Tracy, and Glavin, considered the attached suggested bulletin to all Special Agents in Charge concerning the transportation of Agent's household goods and recommended its transmission to the field.

For the Director's information difficulty is being experienced in some instances in the transportation of Agent's household goods when the contractor who makes the shipment endeavors to deliver such household goods directly to one of the Bureau's divisional offices. The attached communication will advise all Special Agents and Special Agents in Charge that in those instances where household goods are shipped in care of the Bureau office, that an appropriate notation be placed on the shipping instructions that the household goods are to be delivered only upon the consignee's instructions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 9/11/92 BY SP2 [illegible]

RECORDED & INDEXED

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EX-18

Mr. Tolson VRG:PC
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 APR 11 1946

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg considered the analysis of pending legislation.

1. The Chief Clerk's Office prepares a memorandum calling attention to proposed legislation which is introduced or discussed in Congress in which the Bureau may have an interest. It was believed this function should continue in the Chief Clerk's Office.

2. When the Department requests an opinion of the Bureau as to the desirability of proposed legislation, or when the Director inquires about the effect of proposed legislation, or requests an analysis of proposed legislation and when special requests are made of the Director for suggestions as to any amendments to existing legislation such requests, it is recommended, should all be forwarded for handling by Mr. Carlson of the Training and Inspection Division who would first confer with supervisory officials in the Divisions directly affected by the legislation and prepare recommendations and comments after such conferences.

The Conference unanimously recommended the above division of duties and responsibilities in this connection.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY

CC: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-4687
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30 APR 10 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 APR 11 1946

EX-13

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg considered the inquiry of the SAC at Knoxville as to whether Oak Ridge, Tennessee, Police Department would be eligible to have a representative considered for attendance at the FBI National Academy.

At Oak Ridge is located one of the large establishments of the manufacture of the atom bomb. Relations with Colonel W. B. Parsons, formerly the Director of Public Safety, were not favorable. Parsons is no longer there. He has been succeeded by Colonel D. F. Shaw who is in charge of all security of the Manhattan Engineer District and Lieutenant Colonel D. G. Williams has been designated Director of Public Safety at Oak Ridge. The Police Department is a civilian police agency. Williams is a graduate of West Point and is a military man. SAC McCabe has been authorized to participate in any local police schools conducted for police in the department. The SAC recommends that this department be considered as eligible to send a man to the FBI National Academy.

The Executives' Conference unanimously recommended favorably for a qualified civilian police officer of the Oak Ridge, Tennessee, Police Department be considered for attendance at the FBI National Academy. If this is approved there is a letter to the Knoxville Office attached hereto.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

Attachment

#323013

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CC: Mr. Hendon
Mr. Clegg

RECORDED & INDEXED 66-2554-46

APR 10 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-10

50 APR 11 1946

#323013
ALL INFORMATION CONTAINED
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DATE 9/11/92 BY

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SUGGESTION #75
EMPLOYEE: MISS ELEANOR WASCHER
CHIEF CLERK AT HOUSTON

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the form for recording the receipt of bulky exhibit material in an office be changed to include specific items of information required. At present the form is merely a green sheet of paper, and there is a requirement that certain items be set out, but the items are not listed thereon.

ADVANTAGES:

1. It would develop a more complete and accurate tabulation.
2. Uniformity would be achieved.
3. Much better compliance with Bureau regulations.
4. Messrs. Conroy, Brantley, Hood, McSwain, Scheidt and Willis were in agreement.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable that form attached be approved.

HHC:ELN

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, unanimously approved the suggestion.

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED 166-2554-4689

Clyde Tolson

APR 10 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

50 APR 11 1946

RECORDED

THE DIRECTOR

April 8, 1946

THE EXECUTIVE CONFERENCE

LABORATORY REPORT FORM

The Conference on April 5, 1946, considered the special report form which is used by the Laboratory, copy attached, and which sets forth the results of examinations of evidence submitted either by the FBI field offices or by local law enforcement agencies. This form has been in use since December, 1943, following its favorable consideration by the Executive Conference and the approval of the Director noted on Executive Conference memorandum dated December 7, 1943. The report form is printed by the Mechanical Section. We have on hand at the present time approximately 10,000 bond copies, 13,000 thin white copies, and 13,000 yellow copies.

Messrs. Glavin, Hendon, Tracy, Nichols, Rince, Ladd, Mumford, Rosen, Tamm and Harbo favored the continued use of the present Laboratory report form. Mr. Tolson is opposed to the present form. He believes that, instead, the Laboratory report form should be changed so that the top portion of it would be comparable to the regular Bureau letterhead. He agrees that it would be appropriate to continue the use of the facsimile signature and the printed headings on the attached form in order to save typing time.

It was brought to the attention of the Conference that copies of Laboratory reports are rather frequently introduced into Grand Jury proceedings and into trial proceedings and in other instances are shown to a suspect. It was felt by the majority that present report form indicates more readily that the document is the report of a Laboratory than the usual Bureau letterhead would accomplish.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Clegg
Mr. Hendon

E. A. Tamm

Attachment

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Miss Quinn Tamm
Mr. Rose
Mr. Tracy

APR 17 1946

RECORDED & INDEXED
166-2554-4690
LF LE II
APR 10 1946

EX-18

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DATE 9/11/92 BY [illegible]

THE DIRECTOR 4/8/46

THE EXECUTIVES CONFERENCE

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, Mumford and McGuire considered the delay recently occasioned in handling the delivery of letters to Admirals Leahy and Inglis and are unanimous in making the following recommendations with the belief that they would eliminate such delays in the future:

1. That where time is not of the essence and the communication can be delivered at any time during the day of its date, instead of returning such communications to the Liaison Section for personal delivery they be delivered on the special messenger runs out of the Mail Room. At the present time there are two daily deliveries, one in the morning and one in the afternoon, to the White House, State Department, Army, Navy and Admiral Souers. It is further recommended that these deliveries be increased so that a third special run would be made at 7:00 p.m. from Monday through Friday to handle the last specials signed in the Director's Office in the evening. Arrangements can be made through the Liaison Section for the receipt of such communications at the respective outside offices.

2. Where time is of the essence in such special letters, it is recommended that a legend slip be attached to the communication that it must be delivered immediately after signature. This would put the responsibility on the Mail Room to send it by special messenger immediately rather than waiting for one of the three runs.

3. If for some reason it is desired that the Liaison Section handle a given communication, it is recommended that a legend slip be attached thereto requesting that it be returned to the Liaison Section by special messenger after being signed and that a tickler of the communication be furnished to the Liaison Section at the time of the preparation of the communication so that if the original signed letter is not received promptly, the Liaison Section will be on notice to follow it up.

EX-40 RECORDED 25 INDEXED 66 APR 25 1946 F B I

4. The Conference also considered the present practice of pulling yellows from the Attorney General's memoranda in the Director's Office and unanimously recommended against any change. This has been working out very satisfactorily and in view of the necessity for certain these memoranda to get immediately to the Attorney General, it is felt that this most rapid method of handling such mail should be continued. make exceptions as to routine or special memoranda would add additional burdens according to Mr. Nease, who expressed agreement with the recommendation of the Conference after considering all of the factors involved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 APR 11 1946

If the above recommendations are put into effect all of the mail going to the White House, State Department, Army, Navy and Admiral Souers will be routed from the Director's Office in the usual manner to the Mail Room on the regular Director's messenger run, with the exception of the very special letters which must be delivered immediately. The Director's Office will call a special messenger in those instances to get this mail to the Mail Room. It is suggested that the attached memorandum to all Bureau Officials and Supervisors go forward.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

All approved, but it is going to take something more than "orders" to make it work. There must be real alertness & teamwork upon part of all.

H.

THE DIRECTOR

THE EXECUTIVE CONFERENCE

April 8, 1946

Telephone Security Check

The Conference on April 5, 1946, considered the present schedule which requires the field offices to make a monthly inspection of the telephone facilities in each office, to make sure that the telephone lines are not tapped. The Conference, composed of Messrs. Tolson, Glavin, Hendon, Tracy, Nichols, Hince, Ladd, Mumford, Rosen, and Harbo, agreed on the following points:

1. That in the future the security check be made quarterly instead of monthly, as at present.

2. Where the physical set-up is such that a gas-filled cable runs from the telephone exchange to the field office, it will not be necessary to make regular quarterly inspections, although it will be the responsibility of the Agent in Charge to maintain appropriate contact with the telephone officials so that he is advised in the event any change in the telephone equipment is made.

It was brought to the attention of the Conference that no regular schedule exists for making security checks of the telephone installations in Bureau headquarters at Washington. Mr. Nichols indicated he felt that such a check was not necessary since telephone company employees are working in the building almost daily.

In the event the Director approves, there is attached hereto a form letter to be directed to Agents in Charge, in accordance with the foregoing.

Respectfully,
For the Conference

RECORDED & INDEXED 166-2554-4692

Clyde Tolson

30 APR 10 1946

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 11 1946

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#323013
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DATE 9/14/92 BY SP1 cw/bce

TO: THE DIRECTOR

DATE:

FROM: Executives' Conference

April 1, 1946

SUBJECT:

At a meeting of the Executives' Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Rosen, Mumford, Ladd, on April 1st, the substance of the memorandum prepared by Mr. Carson concerning the future of SIS operations, as well as your memorandum addressed to Mr. Tolson, was discussed in full.

Mr. Tolson was unalterably opposed to indicating that the Bureau would accept worldwide coverage.

The remainder of the Conference, Messrs. Glavin, Tracy, Harbo, Hendon, Clegg, Rosen, Mumford and Ladd, were unanimous in recommending that the Bureau, if approached, indicate its willingness to expand its SIS operations to cover the world.

At the recommendation of the Conference, the SIS Division, and the Chief Clerk's Division are compiling a complete estimate of cost for such operations, including file room employees, cryptographers and translators at theseat of government, as well as the necessary field staffs. This estimate will be submitted to you promptly.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

CC - Mr. Clegg
Mr. Hendon

DML:DS

Estimate attached
$8,800,000

1. I think estimate should be $10,000,000

2. Same still unsolved what FBI attitude shall be

RECORDED 66-2554-4693
IN B
39 APR 11 1946

EX-18

50 APR 11 1946

April 1, 1946

Miss Beulah E. Wolfe
Federal Bureau of Investigation
Washington, D. C.

Dear Miss Wolfe:

In answer to your inquiry as to the correct title of the conference of Bureau executives you are advised that this conference should be properly referred to as "The Executives Conference."

Sincerely yours,

J. Edgar Hoover

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RECORDED & INDEXED 166-2564

32 APR 1 1946

EX-40

4694

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 2 1946
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

HHC:PJ

Approved by the Executives Conference 3/20/46, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg.

52 APR 24 1946

THE DIRECTOR

EXECUTIVES' CONFERENCE

FEBRUARY 23, 1946

323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg being present, considered the request of a large number of the members of the present session of the FBI National Academy that they be provided with a copy of the chart prepared by Mr. Douglas P. Lucas of the Department on "A Constructive Program Designed to Prevent Juvenile Delinquency." This chart was put on exhibition for the two-day conference of the Attorney General on Juvenile Delinquency held recently and the National Academy men entering the room while it was on display saw it and this provoked the request.

The Conference thought that it would be undesirable to prepare and distribute this chart since it is not necessarily complete; is not necessarily identical with the subject matter and emphasis that will be placed on the subject of Juvenile Delinquency before the National Academy; it is not a standard Bureau publication and to distribute it would lend implied approval of this chart, which approval might not be subsequently found desirable.

RECOMMENDATION:

1. It was unanimously recommended that the Bureau prepare its own chart for distribution before this class which Mr. Nichols advised could be done.

2. That the special publications and lecture which would naturally be given to the class be distributed during the course of the training on Juvenile Delinquency subjects and in the event any further inquiry is made in connection with the request, it could be explained that the exhibits to be given out during the instruction on Juvenile Delinquency constitute official FBI material and the Bureau did not have available for distribution the data of the type that had been specifically requested.

This was unanimously approved.

Respectfully,
For the Conference.

Clyde Tolson

E. A. Tamm

HHC:ER

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-4695

RECORDED 35 APR 11 1946

ORIGINAL COPY FILED IN 62-26235-554

APR 5 1946

THE DIRECTOR

March 21, 1946

The Executive Conference

The Executive Conference, consisting of Tolson, Nelson, Ladd, Clegg, Egan, Nichols, Carson, Tracy and Glavin, considered the problem of the Bureau's appropriations for the present fiscal year ending June 30, 1946.

The Conference was advised that based on the rate of expenditures as this time there is a possibility that the estimated obligations for the present fiscal year will total $35,070,205. When it is considered that our available appropriations for regular expenditures total $33,720,000, a deficit of $1,350,205 is reflected.

The total appropriation available, above shown, does not take into consideration the $100,000 Emergency Fund which can be used upon prior authority from the Attorney General for Kidnaping, Bank Robbery and Extortion Investigations.

There is attached hereto for the Director's information a statement reflecting the condition of the appropriation as at the present time.

The Conference was advised that in arriving at the estimated deficit, the Bureau had anticipated a net reduction of 300 employees monthly at the Seat of Government. It was pointed out to the Conference that due to a number of employees returning to active duty from military leave without pay, our net resignations have not averaged 300 a month.

The Conference was further advised that in arriving at the above anticipated deficit, no consideration was given to the savings of any funds as the result of additional Special Agent resignations between now and June 30, 1946, the end of the present fiscal year. This was done due to the fact that most Agents have annual leave accrued to them in an amount sufficient to make it necessary for the Bureau to pay their full salaries between now and June 30.

It is interesting to note that during the last three months $306,350 was paid by the Bureau to employees who have resigned, due to their having annual leave accrued to them.

EX-18

RECORDED & INDEXED

The Conference considered and recommended a review of the following recommendations which would permit the Bureau to finish the present fiscal year without a deficit.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

66-2554-4695X

67 NOV 4 1946

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ORIGINAL FILED IN

The Director March 21, 1946

1. Begin reduction in force immediately to insure sufficient net turnover in personnel to conserve needed funds at the seat of Government. It was suggested that annual efficiency ratings of all grade GS-2 employees, of which there are approximately 600 at the Seat of Government, be secured and that the reduction in force be begun with these employees. It is necessary that they be given 30 day notices and due to this fact prompt action should be taken.

For the Director's information, Mr. Tolson approved the immediate preparation of these efficiency ratings so that they would be in the possession of the Administrative Division by Friday, March 22, 1946. Immediately thereafter appropriate steps can be taken, looking toward a reduction in force.

2. An announcement be made to all employees at the Seat of Government that the Bureau is desirous of being advised immediately as to whether certain of the employees are contemplating submitting their resignations within the next several months, and that if such submissions are contemplated, they be submitted at this time, reflecting the desired cease duty date.

It was pointed out by Olavin that there have been rumors to the effect that a number of female employees are continuing active duty only on a temporary basis and that if such an announcement is made so that the employees will know that there may be a reduction in force, many of these employees will voluntarily submit their resignations at this time. The Conference feels it would be desirable to make such an announcement because we could then have a definite idea concerning future employee turnover and we would not reduce our force to such an extent through a planned reduction as to cause the Bureau to again recruit employees either during the latter part of this fiscal year or the beginning of the next fiscal year.

3. In accepting leave resignations that occur subsequent to June 1, the Bureau would waive the 30 day notice provisions and accept such resignations to be effective 30 days after the submission of the resignation. In this way, the Bureau's 1946 appropriation will not be encumbered for annual leave accrued to such Agents which would normally be paid after July 1, which is the next fiscal year.

4. All appointments both in the Field and at the Seat of Government, with the exception of Agents for the April 22 school, be discontinued until after July 1, 1946.

5. All reallocations for the balance of the fiscal year be discontinued. Any reallocations to be made be made on the basis of

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DATE 9/14/92 BY SSS/Lace

annual efficiency reports of March 31, the effective date of any reallocation to be on or after July 1, 1946. The only exception in the reallocation of employees could be in instances where employees have been on military leave without pay and have since returned to clerical positions at the Seat of Government and in the Field.

It is pointed out that administrative promotions under the Respect Act could be continued.

6. All orders for items of equipment and supplies be curtailed for the balance of the year. The Conference was in entire agreement in this regard and each of the Assistant Directors will most carefully watch any orders being placed. Orders at the present time are being approved by Olavin or by the Executive Conference and they will be held in control.

In this regard the Director is advised that we are purchasing 172 new cars. We estimate the cost at about $130,000, which is the greater portion of the possible deficiency of $149,205. It is pointed out, however, that we are selling 172 cars to be used as trade-in cars for the 172 new ones purchased and it is entirely possible that the price we get for the cars we are selling will be almost equal to the price the new cars will cost. There have been some instances where the price quoted for the old car has been more than the cost of the new car to us. There is a very definite possibility, therefore, that there will be a material savings in the estimated $130,000 expenditure for cars which will reduce the estimated deficiency.

7. At the present time there are a number of employees at the Seat of Government who are on the regular payroll and who are performing work for OIS. There is an approximate balance of $30,000 in the OIS appropriation at the present time. There are a number of employees in the Cryptanalysis and Confidential Examinations Sections of the Laboratory and in the code room in the Files Section, also in the Communications Section of the Records and Communications Division who are assigned solely to OIS work yet are being paid from regular funds. The Conference recommends that as many of these employees as possible within the limits of existing funds in the OIS appropriation be transferred to the OIS rolls.

Respectfully submitted
For the Conference

Clyde Tolson

cc: Mr. Donlon
Mr. Clegg

E. A. Tamm

Attachment

Transferred employees to be kept in mind when establishing the supplemental and supplies

but be certain we don't cut too close & end up with a surplus

Eat

CTA:hr

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013

April 26, 1946

ALL INFORMATION CONTAINED
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DATE 9/14/92 BY [illegible]

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hendon, Tracy, Nichols, Rumford, Rosen, Harbo and Glavin considered steps which should be taken by the Bureau to conserve funds during the remainder of the present fiscal year due to the critical condition of the Bureau's appropriation.

The Conference was advised that with the most stringent economy of operation between now and the end of the present fiscal year without taking any special actions toward curtailments of expenditures, we would have a deficit of $167,390. This deficit does not take into consideration the $100,000 emergency Kidnapping appropriation which can be released by the Attorney General for use in cases of emergency where funds are not available for such investigations. With the release of this $100,000 the absolute minimum deficiency would be $67,390. The Conference was advised that in arriving at this figure the Administrative Division had taken into consideration reducing the force of employees to 7,000 employees no later than June 1, 1946.

The Conference was also advised that other expense items such as travel, communications service, supplies and material, equipment, transportation of things were held to an absolute minimum insofar as expenditures are concerned from this point forward.

The Conference was also advised that steps were being taken and a recommendation had been made to the Director prior to this time that there be a reduction in force of 200 employees during the week of April 29th in order to conserve funds.

The Conference was further advised that if we reduced the force to save money at this time, we would undoubtedly have to recruit employees about July 1st to bring our force up to the amount allowed during the fiscal year 1947.

For the Director's information on April 26, 1946, we had 7,816 employees on the rolls. This would mean a reduction of 816 employees between now and June 1st if we were to get to the 7,000 employee limit by that time.

Glavin pointed out to the Conference that certain other suggestions had been discussed with the Chief Clerk's Office in an effort to conserve funds without an actual reduction in force. He made the following recommendations to the Conference:

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
S. Gandy

RECORDED

EX-18

167-2354-4695X1

FBI

67 NOV 4 1946

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ORIGINAL FILED IN

(1) That the Bureau immediately advise all clerical employees at the Seat of Government that the Bureau will approve leave without pay for such employees for periods of 30, 45, or 60 days between now and July 1st.

It was pointed out to the Conference that information had been received from the personnel officers that many employees under their jurisdiction would take advantage of such a program. In this event we would be able to conserve funds on the payment of salaries without actually reducing our force, and thereby have the necessary number of employees to continue efficient functioning after July 1, 1946.

It is not known how many employees would take advantage of this particular program; however, the Conference felt that a sufficient number might take advantage of it to render unnecessary actual reduction in force.

For the Director's information, the net resignations of employees now being received is not sufficient to get within the desired figure of employees during the remainder of this fiscal year. We have a net of approximately 260 employees resigning for the month of April when we took into consideration 129 employees returning from military leave without pay.

The Conference unanimously recommends that no reduction in force be made at this time, that the clerical employees at the Seat of Government be advised immediately by the various Assistant Directors as to the critical situation of the Bureau's appropriation, and the opportunity to take leave without pay, rather than having a reduction in force; that if we do not get sufficient response to save the necessary money we can then consider other measures insofar as personnel is concerned.

(2) The suggestion was made by Glavin that we encourage leave of Special Agents between now and July 1st in order to cut down on travel expense.

The Conference with the exception of Glavin was opposed to the adoption of this suggestion and felt it would be undesirable to have a large number of Agents on leave at this particular time.

(3) The recommendation was made that in-service schools be discontinued during the months of May and June. It was pointed out to the Conference that on an actual computation of expenses it was determined that approximately $3500 in travel expense would be saved for each of the sessions which would be held in May and June.

The Conference with the exception of Glavin recommended that the in-service schools for May be continued, however that none be held in June. Glavin felt the in-service schools for both months

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

should be cancelled. It was pointed out by the majority of the Conference that difficulties would ensue with the restaurant manager at Quantico if we go for a long period of time without a reasonable number of Agents being sent to Quantico.

It was pointed out that during the month of June there will be two new Agents' classes totaling at least 40 - 45 men, that all of these men would have special firearms training at Quantico; that we will have the police there for a period of time and the restaurant manager would not really suffer greatly by having no in-service classes available at Quantico during the month of June.

(4) The suggestion was made that only emergency transfers be made between now and July 1st.

It was pointed out to the Conference that considerable expense is entailed by transfers, not only the travel cost of the Special Agent but also the travel cost for his family and transportation costs for furniture andpersonal effects.

The Conference recommends approval.

(5) It was recommended that no major repairs that are not absolutely necessary be made between now and July 1st; that all bids for material, supplies, and equipment be held to an absolute minimum.

Glavin pointed out to the Conference that at the present time he is reviewing for approval all requests for supplies, equipment, and material and charges of any kind necessitating expenditures of funds, and that the greater portion of these requests is being held in abeyance and will not be approved before July 1st; that only those absolutely necessary in the operation of the Bureau are being approved.

(6) It was further recommended to the Conference as an accounting measure that the confidential funds in possession of the divisional offices and SAC offices will be reduced between now and July 1st. It was pointed out to the Conference that there has been a gradual reduction in these funds. It was further pointed out that the field at the present time has approximately $71,601.65 in advances in confidential funds. These advances are used to defray blue slip expenditures. The blue slips are then submitted to the Bureau in expense accounts of the various Special Agents in Charge and the funds are replenished by the payment of these blue slips to the Special Agents in Charge.

The recommendation made to the Conference was that between now and July 1st we advise the field that if expenditures from the advance accounts in the field are made they should be charged against the advance account and appropriate records be maintained as to these charges; that these records be forwarded

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

to the Bureau in connection with the regular monthly reconciliation of these accounts and that these funds will not be replenished between now and July 1st.

It was pointed out to the Conference there is also an amount of $25,000 in confidential funds available for emergency expenditures in the Chief Clerk's Office; that if any field office does not have sufficient funds to carry expenses of a confidential nature that this $25,000 can be utilized to make available funds to such office.

The Conference is in entire agreement with reducing the confidential funds to an absolute minimum. The Conference was advised these funds have been reduced by one-third in the past 4 months and that the Chief Clerk's Office is continually watching these funds to see that all possible reductions will be made. It will be the responsibility of the Chief Clerk's Office to continue to do this.

The Conference also understands that after July 1st funds which are necessary for confidential expenditures in the various field offices will be replenished up to an amount of $70,000. In connection with the SIS funds the Conference was advised that there is approximately $250,000 in advances out to SIS employees at this time.

For the Director's information there a number of employees in the Files Section and a number of employees in the Communications Section who are working on SIS work exclusively and they have not been transferred to SIS because sufficient funds are not available. If there is a reduction in the working funds in the various field SIS Offices these employees can be placed on the SIS rolls, thereby conserving money in our appropriation.

For the Director's information, a review of the funds outstanding in SIS considering the slow replacement policy by courier which is necessary in handling replacement checks, it is felt that we could for the next two months safely reduce these advances by approximately $40,000. This figure was approved by members of SIS at the Seat of Government, and requests are going out to reduce the funds where possible.

The SIS Division can very readily charge certain expenditures to the working fund and yet not cripple any office over this short period of time. It will be desirable to build up the funds to a greater security point after July 1st.

The Conference approved this recommendation.

The Conference feels that if the above suggestions are approved we can finish up the present fiscal year on our appropria-

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

tion. These items can be so controlled that we will not injure the critical functions of the Bureau through unwise restrictions on expenditure, which would create a paper balance when as a matter of fact no paper balance should exist.

Should the Director approve the above suggestions, the attached communication will go forward immediately to all Special Agents in Charge and all divisional heads at the Seat of Government will be immediately notified as to the steps to be taken by them in connection with the above suggestions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

I approve
H

cc Mr. Hendon
Mr. Clegg

EAT:TJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neasé
Miss Gandy

LBN:hbm

The Director

Executives Conference

#323013

April 10, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY

The Executives Conference, consisting of Messrs. Tolson, McCabe, Ladd, Clegg, Hendon, E. A. Tamm, Harbo, Tracy, Glavin and Nichols, reconsidered the matter of publishing the booklet "The Story of the FBI" in Spanish.

Mr. Nichols advised the Conference that the Spanish translation which we had had been furnished to the Spanish editor of the Reader's Digest Spanish version, and that Mr. Oursler had reported back that Mr. Perona, the assistant editor, who had gone over the matter stated that the translation was too literal; that it was a good literal translation; that there were grammatical errors which could easily be corrected, but that he would recommend that it not be issued in its present form as it would not be readable. He stated that what would be necessary would be to re-translate it in a style and manner which would express the Latin thoughts and appeal to the Latin mind. Mr. Nichols pointed out that Mr. Oursler stated that they would be glad to have one of the Reader's Digest translators do it on their own time, which would cost between $75 and $100; that Mr. Perona would, of course, go over the translation and it would be in the style and of the caliber in which Reader's Digest is issued in its Spanish version.

The Conference was unanimously in favor of having the booklet translated by the Reader's Digest people, feeling that there was no other choice inasmuch as we had issued the Portuguese version. Mr. Glavin advised the Conference that the cost of the translation could be taken from SIS funds.

Mr. Nichols told Mr. Oursler later in the day when he called about it that the Bureau did desire to have it translated. Mr. Oursler requested a short note in line with their customary procedure. Such a note is attached.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg
Mr. Hendon

Attachment

RECORDED & INDEXED

66-2554-4696

IF IB II

30 APR 11 1946

58 APR 15 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

4/9/46

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Glavin, Harbo, Hendon and Tracy on April 9, 1946, considered a suggestion that the Recording Section of the Identification Division prepare an additional copy of the form letter returning criminal fingerprints in order that the locate clerks in the Identification Division will have some place to definitely ascertain if a fingerprint which cannot be found has in fact been returned to the contributor.

This suggestion superseded a prior suggestion that the Recording Section keep an alphabetical file of all return prints. For the Director's information, there are approximately 200 criminal prints returned daily because they cannot be classified properly. There are approximately 2,400 noncriminal prints returned daily.

The Conference was unanimously of the opinion the records should be kept for a trial period on the criminal prints only, inasmuch as there would be very little additional work involved and if the benefits derived are justified, this additional record would be continued.

Respectfully,
For the Conference

Clyde Tolson

166-2554-4697

E. A. Tamm

APR 12 1946

INDEXED

EX-18

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg SJT:db
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
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HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5 Cu/bc

58 APR 15 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

April 11, 1946

It was brought to the attention of the Conference on April 11, 1946, that the National Rifle Association publishes a magazine entitled the "Rifleman", which carries a column known as the "Stolen Gun Column" in which are listed various weapons reported stolen from members of the National Rifle Association.

Mr. Baughman advised that he telephonically communicated with a representative of the National Rifle Association in connection with some information he desired and at that time he was advised of the "Stolen Gun Column" and that the National Rifle Association would be glad to cooperate with local law enforcement and would be glad to list any weapons reported stolen by police departments.

Mr. Baughman desired that this be brought to the attention of the Bureau and pointed out that if anything along this line was felt desirable, we could publish a notice in the FBI Law Enforcement Bulletin, advising the local law enforcement agencies of the column in the "Rifleman". However, Mr. Baughman is not in favor of such a proposal.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, and Harbo were unanimously of the opinion that no such announcement should be placed in the FBI Law Enforcement Bulletin. It was felt that private citizens will, in the normal course of events, report thefts of firearms to their local law enforcement officers who, in turn, should report such information to the FBI for inclusion in the National Stolen Property Index.

Respectfully
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

ETH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4698
IF IB II

30 APR 15 1946

EX-18

51 APR 15 1946

#32 3013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY

COPY: EG

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. CLEGG DATE: March 25, 1946

FROM : J. S. ROGERS

SUBJECT: Executive Conference

I was discussing on March 19 with Mr. Ralph Nuber of the Hardware Division of the War Assets Corporation, the surplus property program regarding Thompson Sub-machine gusn and .30 calibre carbines. Mr. Nuber inquired as to whether the FBI would want to pass on each of the applications by police departments to purchase these weapons since he wanted to be certain they they did not get into the wrong hands. I told him of the part we had played during the war in getting revolvers for police departments but pointed out that all applications came to the Defense Supplies Corporation at Washington and it just took approximately two days from the time the application had been received by the Defense Supplies Corporation until it could be sent to the FBI for ap roval and returned to Defense Supplies Corporation.

I pointed out further that with this surplus property program the firearms are going to be sold through the regional offices apparently, and this would mean that upon receipt of an application by a regional office the matter would have to be referred to the War Assets Corporation in Washington, then over to us for approval and back to War Assets Corporation and then back to the regional office. I told him this would obviously cause some delay in getting the guns to the police. We also discussed the possibility of requiring the police agency applying for a machine gun or rifle to submit an affidavit that the guns were for the use of the police department and let that be sufficient evidence for the regional offices to sell the guns to the police. Nuber stated that his primary concern was as stated above, that he did not want these guns to get into unauthorized hands and that anything the FBI wanted to do in screening these applications would be agreeable with him. I told him that I would inquire of you and advise him later as to whether we want any special procedure to be followed in disposing of these weapons.

My thought in the matter is this. The police departments want the guns right away. To require the application to be passed on by the Bureau is going to delay the forwarding of the guns to the police. This is also going to place an added burden on the Bureau which will not be particularly beneficial to us so far as our cooperation with the law enforcement agencies is concerned. They know that we will help them get firearms and other surplus property and that in my opinion is sufficient without the extra burden of individual certifications.

Recommendation: I recommend that I be permitted to telephonically advise Mr. Nuber that our suggestion would be that the police be required to submit a notorized statement to the effect that it is a police department and that the weapons are being purchased for the use of the department. I think the notorized statement would be sufficient to deter unauthorized individuals from attempting to purchase machine guns and rifles. If you approve, I will advise Mr. Nuber in line with this recommendation.

JSR:djb

#323013
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DATE 4/12/92 BY Spec/Bcm

RECORDED 166-2554-4699
F B I
48 APR 12 1946

INDEXED

COPY: FC

Washington, D. C.
April 3, 1946

66-2554-4699

Mr. Ralph Nuber
War Assets Corporation
Room 3213
Railroad Retirement Building
Third and C Streets, S.W.
Washington, D. C.

Dear Mr. Nuber:

Mr. J. S. Rogers of this Bureau has advised me of your request for a letter from me stating our views on the disposal of machine guns and rifles to police departments under the surplus property program.

As you were orally advised by Mr Rogers, this Bureau does not recommend that each application be cleared by the FBI before the War Assets Corporation will make the firearms available to the police. I am sure that you agree that this would require considerable time since the request for clearance would have to come from your regional office to you, then to the FBI where it would be checked and then back to you and finally returned to the regional office. It is my thought that the necessary safeguards against these firearms getting into the hands of unauthorized persons can be accomplished by requiring the law enforcement agency requesting guns to furnish with their applications a notorized statement to the effect that they are in fact a duly constituted law enforcement agency and that the firearms are being purchased for the use of that agency.

I trust that this information is what you desire, and again let me assure you that I appreciate your continued cooperation with the FBI in its endeavor to assist the law enforcement agencies in obtaining firearms and other equipment which is being made available by your agency.

Sincerely yours,

John Edgar Hoover
Director

JSR:djb

Approved by the Executives' Conference March 27 those being in attendance: Messrs. Tolson, Clavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

COMMUNICATIONS SECTION
APR 5, 1946

52 APR 19 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/82 BY

ORIGINAL FILED IN 66-2554-1

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: MARCH 28, 1946

FROM : I. W. CONRAD

SUBJECT: POLICE RADIOS IN BUREAU CARS
INSTALLATION IN SAN DIEGO CAR #20

#3230 13

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY [illegible]

By letters dated February 13, 1946 and March 13, 1946, the latter of which is attached, the San Diego Field Division requests a mobile AM transmitter for installation in San Diego car #20 which is used in investigative matters in the northern section of San Diego County.

The area is covered daily out of San Diego and is not resident agency. There are three police broadcasting stations covering San Diego County which include the San Diego Police Department, Oceanside Police Department and Escondido Police Department, all of which transmit on a frequency which is now received in the Bureau car by use of the AM Motorola police cruiser receiver.

By way of justification for this installation, San Diego advises that investigative activity is increasing in the area concerned and because of the excellent cooperation of the Oceanside and Escondido Police Agencies with that office, car #20 is often called on emergency or on semi-emergency matters. It is then necessary for the Agent to phone the transmitting Police department by land line. Because of the nature of the back country, this is often difficult and necessitates driving considerable distances from the Agent's original destination to reach a telephone. This is reported to result in a loss of time and in some loss of prestige, both of which could be eliminated by use of the car transmitter according to the Special Agent in Charge in San Diego.

He further advises that it is his considered judgment that the Agent assigned to this territory could handle his assignments much more effectively and be more readily available for emergency matters were he able to maintain a two-way contact with the three main stations in San Diego County and with the San Diego Field Office.

Sufficient technical information has been forwarded by the San Diego Office to draw up specifications for th purchase of a transmitter. They have also advised that the Sheriff's office radio technicians as well as the Escondido Police Department state that they will be glad to maintain the equipment for the Bureau which has advantages from the technical standpoint.

RECOMMENDATION: Accordingly, it is recommended that the request of the San Diego Office for one AMmobile transmitter, tuned for operation on 33.78 mc at an approximate cost of $260 be approved.

RECORDED 166-2554-4/8
F B I
APR 15 1946

Should approval for this purchase be granted, San Diego will be advised, appropriate specifications will be drawn up for purchasing the equipment by the Chief Clerk's Office to provide for its shipment direcely to the San Diego Field Office. Should approval not be granted, an appropriate letter will be prepared for San Diego.

Attachement

RWS:PJD
62-34250

APPROVED BY EXEC CONF 4/1/46: present Messers. Tolson, Glavin, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, Harbo.

390

APR 1 1946

THE DIRECTOR

APRIL 11, 1946

EXECUTIVES' CONFERENCE

FBI NA NEWS LETTER

The Executives' Conference on March 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, and Clegg, considered the suggestion that the monthly News Letter for the FBI NA Associates be typed directly on stencils by the stenographer in the Training and Inspection Division and that these stencils be sent to the Mechanical Section for the mimeographing of this monthly letter.

The procedure at present is for the material for the News Letter to be typed in rough draft form and then approved by Mr. Rogers, Mr. Clegg, and Mr. Tolson before it is printed. The news portion of the letter is drafted by a stenographer from incoming communications and the typing of this information originally on the stencil would shorten by 50% the total amount of typing involved and would still permit material being reviewed by the Crime Records Division prior to mimeographing. Experience has shown that there is rarely any change whatever made in the context of the News Letter. The likelihood is strong that there would be no changes or at the most only one or two pages would have to be changed and these changes in most instances could be made from a review of the stencils by Mr. Nichols or someone in his division. This plan would be considered more economical than to first draft the information, have it reviewed, and then subsequently prepare stencils.

The Executives' Conference unanimously approved this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4901

19 APR 16 1946

EX-110

THE DIRECTOR April 11, 1946

THE EXECUTIVE CONFERENCE

NATIONAL UNIDENTIFIED AMMUNITION FILE

This evidence file has been in existence in the Laboratory since 1932. It consists of unidentified bullets involved in criminal cases. The bullets are segregated according to type and at present there are 119 specimens in the file, of which approximately 5/6 were submitted in police cases.

Under present practice, all evidence bullets and all test bullets handled by the firearms unit in the examination of current Laboratory cases are checked against the unidentified bullets in this file. During the 1945 fiscal year, more than 2,600 specimens in current cases were checked against the file. No identifications were made. Similarly, no identifications were made in the 1943 and 1944 fiscal years. However, identifications were made in two cases in 1942, one in 1941, one in 1939, and one in 1936. A review has been made of available files in cases in which identifications were made and it was found that in the majority of instances the identification would have been made without the existence of the National Unidentified Ammunition File because of the specific comparison requested by the field office at the time the current weapons were submitted.

This file has been reviewed on several occasions in the past several years and a number of specimens were removed from the file. In October, 1944, the file was reviewed and the number of specimens reduced from 254 to 94. This is a recurring problem and as long as the file exists such review and elimination of obsolete specimens is necessary. Specimens are added to the file only upon the specific request of the contributor.

It was pointed out that the small number of identifications and the total lack of identifications during the past three fiscal years raise a grave doubt as to whether the file should be continued in any form. On the other hand, it was felt that the file has served a valuable function in several important cases and it has considerable public relations value insofar as rendering service to law enforcement agencies is concerned.

RECORDED 4702

The search of EX-40 specimen through the file may take anywhere from a few minutes to several hours depending on the nature of the specimen. It is estimated that the average time required for searching is 30 minutes per specimen. Based upon the volume of specimens presently searched, it appears that half the time of one firearms examiner is required to continue the present practice.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, and Harbo, was unanimously in favor of the following revision in the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7 APR 18 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/14/92 BY

1. Review the file and take out all specimens except

(a) Pending Bureau cases and any closed Bureau cases of sufficient importance to warrant retention;

(b) Major police cases such as an unsolved murder of a police officer.

2. Make searches of specimens currently submitted against the Unidentified Ammunition File only upon the specific request of the contributor and in such additional cases as the discretion of the examiner may dictate.

It is estimated that the foregoing revision in policy would reduce the specimens at the present time to approximately 50 and that approximately 90% of the searches presently made would be eliminated.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTR:mF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

March 26, 1946

On March 22, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Harbo, Tracy and Glavin, considered the automobile accident involving Special Agent Vernon L. Goodin assigned to the San Francisco Division.

For the Director's information, Goodin, accompanied by Deputy Sheriff Al Vervais of Pleasanton, California parked a Bureau car in front of a ranch in order to conduct an investigation. The interview took approximately twenty minutes and upon coming back to the car they found a smoldering fire in the back seat. The fire was put out but only after burning a hole six inches in diameter both on the bottom and on the back of the seat.

Agent Goodin stated there was no one in the vicinity of the car while it was parked and the cause of the fire is unknown. Goodin further stated that both he and the Sheriff were smoking but that both of the rear windows were closed but that it was possible that a spark blew back onto the upholstery damaging the Bureau car. SAC Stein states there is no definite indication of negligence on Agent Goodin's part as it is natural to smoke in automobiles and stated that unless advised to the contrary, the expenses would be submitted in the usual voucher.

The majority of the Conference consisting of Messrs. Tolson, Nichols, Rosen, Tracy and Glavin feel that the Agent was responsible for the damage in this particular instance. Mr. Harbo feels the Agent should not be held responsible. The majority of the Conference is of the opinion that the Agent, in smoking, as well as the Deputy Sheriff had caused the fire in the back of the car and negligence is evident since the Agent did not assure himself that the ashes from the cigarettes were not burning. Should the Director agree with the majorities opinion, SAC Stein will be advised that the Bureau is holding Special Agent Goodin responsible for the damage.

CC: Mr. Hendon
CC: Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 24 1946

66-2554-4703

RECORDED AND INDEXED
F B I
23 61 APR 14 1946

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DATE 9/14/92 BY SP2 Cuthbert

ORIGINAL COPY FILED IN

THE DIRECTOR

March 25, 1946

THE EXECUTIVES' CONFERENCE

On March 25, 1946 the Executives' Conference, those present being Messrs. Tolson, Rosen, Mumford, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, considered the question of the Annual Reunion and Retraining Session of the FBI National Academy.

Suggestion: That the planned retraining school and reunion from September 30th to October 4th not be held during the current year; that encouragement be given for meetings on a state wide basis in each state of the graduates of the FBI National Academy; that a notice be sent to the graduates through the monthly news letter and an announcement be made to the present class and former graduates who are now here that the planned meeting is being cancelled this year for the following reasons:

a. The conservation of food plans and program will interfere with the type of banquet, luncheon and reception which were being considered.

b. The continuing difficulty of obtaining housing facilities in Washington will make it impossible to find housing and room accommodations for the graduates, their friends and family members who will probably plan to attend such a meeting.

c. The size of available meeting places for the assemblages makes but a few places of adequate size available and commitments and restrictions on the use of such auditoriums make the holding of such a meeting impractical or at least extremely difficult. It was believed that the Bureau later in this current year might cause the Board of Officers of the FBINA Associates to meet at Washington and approve a plan for state wide meetings in the future with delegates from each state proportionate to the number of graduates coming to Washington for a National Convention and to elect National officers or else for the Associates as a separate organization to take over the management of annual reunions in the future as is done in colleges and universities. This would be pretty generally left up to the Associates Organization with the majority opinion of the Conference expressing the view that the state meetings with a representative delegation meeting in Washington might be more desirable.

ADVANTAGES:

1. Difficulty and eventual possibility of financing an elaborate program such as have been previously given.

2. Difficulty in finding room and housing accommodations for those who return.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

390

APR 18 1946

HHC:PJB

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66-2554-4784

3. The small number of Bureau representatives in Washington compared with the increasingly larger number of graduates and their guests makes it difficult to control.

4. The amount of time and expense involved in such meetings would be saved.

5. The food and auditorium situation is becoming increasingly difficult.

DISADVANTAGES:

1. The Associates is potentially becoming one of the largest and most powerful law enforcement organizations and ~~and~~ its power and influence can be felt only if there are annual meetings.

2. The election of officers by representative vote is undemocratic in principle and will probably be resented by many.

3. These annual meetings are a splendid sounding board and instrumentality for the Bureau to make use of in any constructive way.

4. The elimination of the class banquets and now the elimination of the Reunion would indicate a lessening interest on the part of the Bureau in the graduates of the Academy, with a corresponding lessening of enthusiasm on the part of the graduates and the graduating class.

5. One of the advantages of the reunion is to bring officers from all parts of the country together to develop a personal friendly relationship which will be substantially lost.

6. Colleges and universities have annual "home coming" meetings in the location of the school; therefore, such a reunion is expected.

7. Many of the graduates have already made plans for vacation to coincide with the reunion this year.

RECOMMENDATION: Unanimously in favor of the suggestion and if this is approved there is attached hereto a notice to appear in the "news letter", in the "Police Chiefs' News Letter" and other sources where publicity has been given to the proposed meeting.

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Hendon
Mr. Clegg

E. A. Tamm

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ANNOUNCEMENT

The Annual Retraining Course for the FBI National Academy Associates has by force of official necessity been cancelled. This meeting had been scheduled from September 30th to October 4, 1946. Since the plans for this meeting were held there has developed a critical food shortage throughout the world and the restrictions on banquets, luncheons and receptions where food is served are such as to interfere to an appreciable extent with a program such as the one that had been planned. Even more compelling is the fact that from all appearances the critical housing shortage in Washington will make it impossible to find rooms and places of lodging for even 25% of those who might be expected to attend the Retraining Course, particularly since it was planned that family members and other official guests of the graduates of the Academy should attend. The shortage of Convention Halls in Washington which could be used for a period of one week continuously is such as to further make it impossible for the meetings to be held as planned. In view of the fact that these conditions are all caused by matters over which neither the FBI or the Associates of the Academy have any control, after appropriate official conferences concerning the matter, it was deemed necessary much to our regret to announce the cancellation of these plans.

A future program will be given consideration as soon as circumstances permit and will be discussed with the officers of the FBI National Academy Associates.

#323013

ALL INFORMATION CONTAINED
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DATE 9/14/92 BY [illegible]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

THE DIRECTOR

APRIL 12, 1946

THE EXECUTIVES' CONFERENCE

ACKNOWLEDGEMENT OF SUGGESTION LETTERS

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McGahe and Clegg being present, considered, on April 9, 1946, the suggestion that since suggestion letters which were being received from field personnel at present were being acknowledged and as the employees were advised that their suggestions were being referred to a Joint Committee of field and Seat of Government representatives, that there be no further or subsequent communication with the employee in the event his suggestion is approved or disapproved.

It was pointed out that if a suggestion was approved which would result in the issuance of a bulletin or the making of a manual change, the action taken would become apparent with the issuance of the revised instructions. In the absence of any change based upon the suggestion, it would become apparent that the suggestion was not adopted. It has been the practice of the Bureau for many years to advise the employee if his suggestion is adopted and if not to furnish information as to the reasons for failure to adopt the suggestion. It was generally recognized that this was good personnel relations activity but in view of the initial acknowledgement and the subsequent issuance of Bureau Bulletins or manual changes, it was unanimously recommended by the Executives' Conference that no further specific communications be sent to the employee whether his suggestion is or is not adopted, this being necessary because of reductions in clerical personnel.

It was believed there should be added to the initial acknowledgement a statement as follows: "In the event your suggestion is adopted, appropriate instructions will be issued accordingly. Due to the reduced personnel, no further special communication will be addressed to you as to the final action taken in connection with your suggestion."

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

56 APR 17 1946

323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SPSC/bc

RECORDED & INDEXED

166-2554-4705

EX-110

THE DIRECTOR

MARCH 26, 1946

THE JOINT COMMITTEE

SUGGESTION #17B
EMPLOYEE: EMPLOYEES OF NORFOLK DIVISION

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5C/bc

MEMBERS PRESENT: H. H. Clegg, E. H. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: It has been noticed that when letters are sent to the Bureau from field offices asking for a search in the National Stolen Property File, at times copies of these letters are returned to the field office stamped "No Record." At other times letters are written advising that there is no record. The suggestion is that uniformly the stamp on the copy be used.

ADVANTAGES:

1. Save time in writing letters and filing copies at Bureau.

2. Establish uniformity.

3. This is the present intention. It appears that some exceptions may have been made and a memorandum to the Investigative Division maintaining the file would bring about this desired result.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable. It is recommended that a memorandum be addressed to the Investigative Division maintaining this file to uniformly adopt the practice of using the stamp on the copy in instances where no record exists.

EXECUTIVES' CONFERENCE ACTION: The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen and Clegg, recommended unanimously that the practice be uniform of using the stamp on the copy of the incoming letter in instances where no record exists. For this purpose there is attached hereto a memorandum to the investigative divisions and the Records and Communications Division, accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: Mr. Clegg
Mr. Hendon

MAIL ROOM
APR 18 1946

INDEXED
APR 15 1946

166-255-4766

EX-40

APR 16 1946

THE DIRECTOR

MARCH 26, 1946

THE JOINT COMMITTEE

SUGGESTION #170
EMPLOYEE: EMPLOYEES OF NORFOLK OFFICE

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP/12/bce

MEMBERS PRESENT: H. H. Clegg, E. D. Conroy, R. C. Hendon, H. Scheidt

EMPLOYEE SUGGESTS: Investigative files are maintained in envelopes as the first serial in a file which is serialed "1-A." It has been noticed that the fastener on this envelope is fragile and the suggestion is that a more durable type of container be obtained and issued to field offices for this purpose, or as an alternative, if a more durable envelope cannot be obtained, that the "1-A" serial be placed in a separate volume of the file.

ADVANTAGES:

1. There is considerable difficulty in maintaining this envelope in good condition due to the fragile nature of the fastener and it is hoped that now that materials are more easily available, a better type envelope may be obtained.

2. It would prevent possible loss of exhibits due to the fragile nature of the fastener.

DISADVANTAGES:

1. A considerable number of those envelopes are probably now on hand although they could probably be used for some other purpose.

2. As to maintaining the exhibits in separate volumes, this would cause one extra file in many cases for just one small exhibit and would give opportunity for greater loss.

3. Better envelopes would possibly be more expensive.

RECOMMENDATION: Unanimously favorable that the Chief Clerk's Office attempt to obtain a more durable envelope for this purpose.

RECORDED & INDEXED 39 APR 16 1946

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen, and Clegg, unanimously recommended that the Chief Clerk's Office attempt to locate on the schedule of supplies an envelope which would be more durable for the purpose of maintaining exhibits in case files, it being recognized, of course, that such supplies would have to be purchased from the regular Government schedule. It was believed possible, now that the war is over, that a metal rather than fiber type of fastener could be found available on such envelopes.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

HHC/wl

THE DIRECTOR

March 25, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY Spsc/bce

SUGGESTION #16B
EMPLOYEE: MR. R. P. KRAMER
DENVER FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg, E. N. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the Missing Persons File in field offices be eliminated. At the present time, if a legitimate request for a missing person is given to a field office, the field office will in turn file a stop notice with the Identification Division. A card is maintained in the field office on this notice, although there is no requirement in existing regulations for any subsequent investigation by the field office to determine if the missing notice should be canceled.

ADVANTAGES:

1. The Identification Division maintains its own Missing Persons File and handles correspondence directly with the person filing it, including the field office directly. Such correspondence goes to field offices as a matter of practice less frequently then to outside individuals because it had been assumed that the field offices were following up these matters from time to time.

2. The mechanics having been established at the Seat of Government, there is but small added difficulty in this file being centralized as it already is and field offices being relieved of the responsibility of maintaining these notices in the future.

3. The field is not required to maintain cards on wanted notices filed with the Bureau and this would make the practice uniform with respect to placing missing person notices with the Bureau.

4. There is no investigative responsibility or federal law involved in these cases; therefore, it is strictly an administrative rather than field office function.

RECOMMENDATION: Unanimously approved that the file be discontinued in field offices.

EXECUTIVES' CONFERENCE ACTION: The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen and Clegg, unanimously approved the file be discontinued in field offices.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

5 APR 18 1946

NHC/vl

RECORDED
INDEXED
66-25554-470

THE DIRECTOR

March 25, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY [illegible]

SUGGESTION #16A
EMPLOYEE: MR. R. P. KRAMER
DENVER FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: I. That the Bureau eliminate the necessity for field offices obtaining prior Bureau approval before issuing a radio broadcast.

ADVANTAGES:

1. Radio broadcasts in hot pursuit cases are definitely a matter of urgency that would cause the Special Agent in Charge to notify officers to block roads, to be on the lookout, etc. He is now permitted individually to telephone scores of police departments and this would permit him to communicate with them by radio simultaneously by having the broadcast sponsored by one organization.

2. Necessity has made it important that a number of Special Agents in Charge not take the time to get Bureau authority and the rule is being violated in a number of instances.

3. It would eliminate unnecessary telephone or teletype expense in securing such authority from the Bureau.

4. The saving of time might result in the apprehension of fugitives who might otherwise escape.

RECORDED & INDEXED 166-2554-4709

EX-139 APR 16 1946

DISADVANTAGES:

1. It is possible that some less experienced Special Agent in Charge might put out a broadcast to stop a car or person of a given description shortly after the kidnapping of a victim with the consequent endangering of the life of the victim.

2. In major cases, it might be inadvisable for the Bureau to give advance information to outside officers as to the approximate location of the fugitive in view of factors well known to the Bureau and not well known to the field office.

3. The Bureau would not have any control over the substance of any broadcast which might conceivably be embarrassing or unwise.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Tease
Candy

RECOMMENDATION: Unanimous. That in hot pursuit cases, excepting those of potential major importance or of wide public interest, field offices be permitted to resort to radio broadcasts to effect the location of fugitives, without Bureau approval.

cc: Mr. Clegg
Mr. Hendon

56 APR 19 1946

MEMORANDUM TO THE DIRECTOR

March 25, 1946

EMPLOYEE SUGGESTS: II. That Bureau authority no longer be required for field offices to issue circular letters.

ADVANTAGES:

1. The Special Agent in Charge should be possessed of adequate good judgment to prevent this unnecessary clerical work and delay.

2. Saves two letters between the field and Bureau.

3. Eliminates the necessity for time and expense in correspondence.

DISADVANTAGES:

1. Since it is a letter that is being prepared, the urgency of the matter would not exist to such an extent as to preclude the communication being sent to the Bureau for prior approval -- if necessary, by teletype.

2. Circular letters in National Bank Act Cases might conceivably start a run on a bank or be phrased unwisely so as to embarrass the Bureau.

3. An excessive number of circular letters might be sent out by certain Special Agents in Charge.

4. Many of these are published in trade and other journals and their wording should accordingly be approved by the Bureau.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE ACTION: On April 4, 1946, the Executives' Conference, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen, and Clegg, unanimously recommended that in hot pursuit cases, except those of potential major importance or of wide public interest, field offices be permitted to use radio broadcasts to police agencies in the territory to effect the location of fugitives without prior Bureau approval. It was also unanimously recommended that Bureau approval be obtained for all other radio broadcasts, including speeches.

2. The Conference unanimously recommended that Bureau authority continue be required of field offices to issue circular letters.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC/wl

#3230-13

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DATE 9/14/92 BY SP5 Cu/bce

THE DIRECTOR APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #27-A
EMPLOYEE: ASSISTANT DIRECTOR R. T. HARBO
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: At the present time each field office sends to the Laboratory one sample record each month. This is listened to by Laboratory experts and a letter is prepared to the field suggesting any improvements in the sound recording technique. It is suggested that this practice be discontinued on a monthly basis and such reviews be made semiannually.

ADVANTAGES: Technical Recording

1. The project presently requires the time of one Laboratory employee for one week each month, which time would be saved.
2. It would save correspondence from the Seat of Government to the field.
3. It is believed a less frequent check of the records would serve the purpose.
4. The recent favorable consideration of a plan by which these sound men would be given regular retraining in connection with the In-Service schools will tend to correct their difficulties during their period of specialized training in this field while in Washington.
5. If a field office is having any difficulty with its recordings it can at the time send samples to the Bureau and ask for instruction, aid and assistance.
6. At the present time a large percentage, estimated as high as 40%, of instances reveal that records are being made very properly and in the remaining number the suggestions for improvement are often of a minor nature.

166-2554-4710

RECORDED & INDEXED

39 APR 17 1946

DISADVANTAGES:

1. It lessens the supervision of recordings from the Seat of Government.
2. It deprives the field of frequent suggestions from the Laboratory for possible improvement of their recording work.

RECOMMENDATION: Unanimous that this project be discontinued entirely.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Clegg, Tamm, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, recommended unanimously that this project be discontinued entirely.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nebeker
Miss Gandy

50 APR 19 1946

Cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5 [illegible]

SUGGESTION #26-D
EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That field offices be authorized to place alien enemy registration files in the case file folders where an investigative case exists on the alien in question.

ADVANTAGES:

1. It would centralize information in one file and cut down the time of clerks and Agents in reviewing information of current interest concerning the particular individual.

DISADVANTAGES:

1. It would take entirely too much clerical work to perform the consolidation of files.
2. It is well to have all of the alien enemy folders in one particular place.
3. Due to the physical makeup of the information contained in these folders it would often require the preparation of exhibit envelopes in order to incorporate the information into the case file. This would be expensive in time and money.
4. It would require a clerical project of some effort in order to accomplish the consolidation which would be helpful only in a moderate percentage of the cases.
5. The information contained in the folders is sufficiently available for reference purposes in its present form.

RECOMMENDATION: Unanimously unfavorable.
HHC:ER

166-2554-4711
1F 1B 1

RECORDED & INDEXED

EXECUTIVES' CONFERENCE CONSIDERATION: EX-30 301 39 APR 17 1946

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously recommended unfavorable to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Penn
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

62

50 APR 19 1946

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

#323013
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HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY 8052 16

SUGGESTION #22-H
EMPLOYEE: SAC S. K. MCKEE
NEWARK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That field offices be authorized to place in an inactive status for a period of six months after the initial investigation has been conducted cases which deal with Communistic infiltration into organizations.

ADVANTAGES:

1. Unions and such organizations usually elect officers annually and an annual check of the leaders and officers of such organizations will usually suffice.
2. Through informants, surveillances, and other investigative practices information is collected which usually keeps a field office currently informed as to practices of this type and which preclude the necessity for initiating investigations directly into these individual cases.
3. It would prevent such cases being shown as delinquent merely because there had been no activity within the past 45 days, based on the present delinquency system.

DISADVANTAGES:

1. A recommendation has been made for the elimination of the 45-day automatic delinquency period to be a basis for information in the Monthly Administrative Reports.
2. There is at this time vigorous activity in these organizational groups, and they are also recruiting advice in programs that would make it inadvisable for most of these files to be placed in an inactive status.
3. The suggestion that information is being currently received concerning such cases is more or less indicative there is such activity to justify reports in many instances more frequently than at 6-month intervals.
4. The adoption of the suggestion might have a tendency to cause investigations of Communist infiltration into organizations to be neglected.

66-25514-4712

RECOMMENDATION: Unanimously unfavorable.

EHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously unfavorable as to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

THE DIRECTOR

APRIL 4, 1946

THE JOINT COMMITTEE

#32 30 13

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP3 2/6

SUGGESTION #26-B
EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the requirement for three conferences per week being held by the SACs for their supervisory staff be revised to permit such conferences to be held at the discretion of the Special Agent in Charge.

ADVANTAGES:

1. The present rule is no longer necessary as in the past in view of the cut in the size of the supervisory staff in most offices.
2. There is a rather constant contact between the two or three administrative employees in the smaller offices and the requirement serves no particular purpose.
3. The frequency with which such conferences are needed will vary among the various field offices and, therefore, by placing this within the discretion of the SAC the appropriate number of conferences needed may be held in each field division.

DISADVANTAGES:

1. It is absolutely necessary that at least this number of conferences be held in the larger offices in order to insure proper coordination of activity.
2. The instructions do not contemplate necessarily a formal type of conference between the SAC and his assistant in the smaller offices, and they adequately comply with the instructions through their daily contact.
3. The conferences are proving to be of great value in a large number of offices toward achieving greater efficiency, coordination of effort and complete understanding of office and Bureau policy matters.

INDEXED 66-2354-4713

RECOMMENDATION: Unanimously unfavorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, were unanimously unfavorable as to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
HHC/Mr. Hendon

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

#323013

SUGGESTION #19-B
EMPLOYEE: SAC H. D. FLETCHER
PHILADELPHIA FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/14/92 BY SP5 [illegible]

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the requirement that accounting personnel be listed on the Monthly Administrative Report be discontinued. The present purpose of this requirement is to assist the supervisory staff in Washington to make certain that accountants are used on accounting work. After a conference with Mr. Glavin and Mr. Pennington, Mr. Glavin advised he did not make use of this information in his office, and Mr. Pennington, who has heretofore been using it occasionally, advised that other methods are available in order to make sure the requirement that accountants are used on accounting cases is followed. They would concur in the requirement it be eliminated.

ADVANTAGES

1. Saving of time, labor and effort in the preparation of the Monthly Administrative Report.
2. The information is of comparatively limited value in view of other methods of supervising this phase of Bureau activities.

DISADVANTAGES

1. It is an automatic enforcement of the Bureau's requirement that accountants devote their attention to accounting work and any variation must be reported by the SAC, who would be less reluctant because of this to place them on other types of work.

RECORDED & INDEXED 166-2554-4714
E B F
39 APR 18 1946

RECOMMENDATION: Unanimously favorable.
DEC:ER
EXECUTIVES' CONFERENCE CONSIDERATION:

EX-18

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, recommended unanimously favorable to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

8 APR 9 1946

#323013
ALL INFORMATION CONTAINED
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DATE 9/14/92 BY gsa/bce

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

Executive Conf.

SUGGESTION #24
EMPLOYEE: SAC J. F. TROST
ATLANTA FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: I. That forms be used in connection with cases which originate with a complaint from such organizations as the Automobile Underwriters Detective Bureau concerning a violation of the NMVTA when no investigation is to be conducted in the division where the complaint is received from the Automobile Underwriters. At present the information is being submitted to the various field offices and the Bureau in regular report form with undeveloped leads. The report RUCs the case and credit is claimed for the opening and the closing of the case in the Atlanta Office. Individual case files are also opened.

ADVANTAGES:

1. The use of the form would preclude the necessity for writing a report which requires some additional typing and dictation to prepare.
2. The use of the form would prevent the necessity for a report's being sent to the Bureau with a resultant saving in filing the initial report.
3. The information is in the nature of allegations which have not yet been substantiated as evidence and consequently the evidence will be obtained when available by other field offices and reported in report form as presently required.
4. As presently reported, originally most of the cases are under an unknown subject title, whereas the initial reports received from the office of origin will often carry a complete title. Consequently, unnecessary indexing originally was performed in the Files Division at the Bureau.
5. Since the office where the car was stolen and the office where it was recovered each reports the result of the investigation in its district the information contained in the report from the Atlanta Office which was secured from the AUDB was from this same information.
6. Oftentimes the offices receiving the report from the Atlanta Office have previously opened cases upon the same matter and have submitted reports. The report from the Atlanta Office adds absolutely nothing in such instances.

DISADVANTAGES:

1. A variation from the uniform requirement of reporting information obtained by a regular report.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

APR 13 1946

RECORDED & INDEXED

66-2554-4715

HHC:ER

2. Undeveloped leads can be suggested by the Agent who received the initial complaint and who is best informed as to the desirability of further investigation.
3. The investigative report from Atlanta provides a ready and convenient basis for the covering of a suggested lead by the offices to whom copies of this report are furnished.
4. The next office submitting a report on the case would incorporate the same information in the first paragraph of the report showing in the details the source of the complaint with the same information that would have been included in the report from the initial office receiving the complaint.
5. The Bureau would not have available any record indicating the existence of such a pending case, and thus would not have an opportunity through an examination of cross references to advise other field offices promptly as to previous records and activities of the same subjects and the development of any possible rings or conspiracies.
6. Any form prepared might not fit the requirements of the complaint.

RECOMMENDATION:

Messrs. Hendon, Scheidt, and Conroy are opposed to the use of a form for this purpose but recommend that reports not be submitted and that a letter be used instead, principally to conserve unnecessary administrative time both in the field and at the Seat of Government in handling reports of a useless and duplicatory nature.

Mr. Clegg is in favor of continuing the present practice of submitting reports.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously were of the opinion that the investigative report forms should not be prepared solely for the purpose of recording the complaint and transmitting undeveloped leads in such cases. The Conference also was unanimously opposed to the adoption or preparation of a form letter for this purpose. The Conference did favor the use of a specially dictated letter in each instance with copies going to the other offices where undeveloped leads appeared logical.

HRC/vl

(OVER)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EMPLOYEE SUGGESTS: II. That a copy of a form or letter used to report on such violations would be filed in the zero file without the preparation of assignment cards to open and close cases based on information received.

ADVANTAGES:

1. The Atlanta Office has no interest in the matter other than getting the information to the office in which district the car was stolen and recovered. Consequently, there is no need for tickler or assignment cards to follow a case.
2. The preparation of assignment cards and clerical work attendant thereto serves no purpose other than to give credit to the office for a case opened and closed which actually gives a distorted picture of the work pending in a field division.
3. A considerable saving in clerical time and in administrative detail would be effected by handing such matters in the zero classification and having not to prepare individual case files and individual folders. Likewise, there would be a considerable saving in materials.
4. Since all investigations in these cases are being performed in other districts the maintenance of assignment cards and separate case files at the Atlanta Office serves no useful purpose and, in effect, merely amounts to keeping individual case records for the sake of keeping a record.
5. This same system is utilized to advise other offices in other classifications concerning possible violations in which the preparing office has no possible reference.
6. The proposal reduces the handling to the absolute and simple minimum of requiring a short letter which can be signed and sent with the yellow being filed as a single serial in the zero file and eliminating all administrative appendages which serve no purpose.
7. The proposal is in accordance with the present very desirable trend toward streamlining the Bureau's operations and eliminating unnecessary operations.
8. The proposed method would give the Bureau a truer picture of the actual investigative operations of offices of handling information of this type instead of the present artificial and distorted picture with respect to the case load and cases handled by such offices, it being pointed out that an Agent of the Atlanta Office makes regular contacts with the headquarters of the AUDB and may secure and dispose of a large number of such complaints in a single day and, as the matter is presently handled, it would appear from the case load of the Atlanta Office that a large number of investigations should be concluded whereas in reality the function performed has been largely a clerical one.

DISADVANTAGES:

1. There is an actual inquiry made by an Agent in the Atlanta Office in connection with each of these cases which constitutes investigative effort on his part, for which the Atlanta Office should receive due

credit, it being noted that the time expended on these inquiries is as great as that expended on many other leads handled by field offices of the Bureau.

2. By not opening or closing cases - that is, not preparing assignment cards - the case load of criminal cases actually handled by the Atlanta Office is not properly reflected in the Monthly Administrative Report. In this connection, it may be noted that the Bureau is laying emphasis on the volume of criminal cases handled by the Bureau at the present time.

RECOMMENDATION:

The Committee is unanimously in favor of it, but feels that any reports or letters of this nature should not be placed in the 26-0 file in the Atlanta Office but should be placed in a separate miscellaneous file to include all such reports of a similar nature received from the AUDB wherein the Atlanta Office has no substantive investigative problems. The placing of this information in a file different from the zero file is for the purpose of separating from the specific complaints the non-specific complaints.

Mr. Hendon and Mr. Scheidt are opposed to the preparation of assignment cards and the consequent opening and closing of cases based upon the handling of complaints in the fashion described by the above-stated reasons.

Mr. Conroy and Mr. Clegg are in favor of credit being claimed in the usual manner for the opening and closing of a case, it being suggested that assignment cards can bear the class, file and serial number for the following reasons:

A. The manual now requires the preparation of assignment cards in cases under the jurisdiction of the Bureau whenever one or more interviews are required.
B. There is as much work in handling this type of case as there is in the handling of thousands of cases every year by the various field offices in one interview leads, in the receipt of complaints in Anti-Trust cases, and in other work which takes the time of Special Agents to handle.
C. The Bureau deserves credit for the utilization of Agents' time in the acquisition of the detailed information in question.
D. Credit is claimed by the Washington Field Office and other field offices when even Special Employees conduct short interviews to pick up the simplist type of information in a case and in this type of case the complicated date required, getting quickly the motor and serial numbers, are more complicated and subject to a greater degree of error than the simpler forms of interviews.
E. It will be possible during inspections for an examination to be made of these RUC'd assignment cards to discover the extent, scope and coverage of such complaints.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, was unanimously in favor of the field offices where the complaint originated placing all

the complaints in one file bearing classification Number 26 but not in the 26-0 file. This, of course, applies when there is no investigative work to be performed in the division where the complaint originated.

Since the statement was made that the recording of these cases as opened and closed in the division where the complaint was made would have no effect on the Bureau's budget and would not be of value to the Budget Bureau or to the Appropriations Committee, the Conference unanimously recommended that no case be opened in instances where no investigative work was to be performed and where the sole function of the reporting office was to transmit a complaint to other offices. Therefore assignment cards would not be prepared and no credit claimed by the office for opening and closing a case.

Respectfully,
For the Conference

REC/wl

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

LBN:hbm

The Director

April 16, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, E. A. Tamm, Tracy, Harbo, Glavin and Nichols, considered Mr. Nichols' suggestion regarding the change in working shifts in the Reading Room.

Mr. Nichols pointed out according to the present rule mail received in the Reading Room subsequent to 3 p.m. is not forwarded to the Director's office or is not required to be signed unless it carries a special tag. In other words, after 5:30 no mail goes out of the Reading Room unless it is special, although an employee is on duty until approximately 7 o'clock each evening, and one employee is on duty on Saturdays. Mr. Nichols pointed out that for four days 225, 300, 325, and 293 pieces of mail were received after 3 p.m., that mail intended for the Director's personal signature received after 3 p.m. is not routed to the Director's office and routine mail not carrying a special tag is gotten out up to 5:30 p.m.

The Conference was unanimous in recommending Mr. Nichols' suggestion that two employees be put on a shift from 11:30 a.m. until 8 p.m. Monday through Friday and one employee work from 9 a.m. to 5:30 p.m. on Saturday. In this way more mail will be gotten out each evening on the day which it is dated.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

Ext 66-2554-4716

RECORDED & INDEXED

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-16

APR 18 1946

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DATE 9/14/92 BY [illegible]

THE DIRECTOR APRIL 3, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #23-A
EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That quarterly automobile expense breakdowns be discontinued.

ADVANTAGES:

1. Saving of time on a day-to-day basis by clerical employees in the maintenance of daily expenses, and the subsequent preparation of quarterly reports.
2. It is believed that a general breakdown of the total automobile expenses in the categories of gasoline, oil, storage, repairs, maintenance, and so forth would furnish the Bureau with substantially the same information in a total recapitulation form instead of individually as to each automobile.

DISADVANTAGES:

1. The Byrd Committee and the Department require regular reports incorporating such information and, therefore, it is not at the discretion of the Bureau as to whether these should be discontinued.
2. Such reports by individual automobiles will give the Bureau automatic control and supervision of the use of individual cars, it being noted from time to time that some cars are used so infrequently as to justify inquiry as to why the car is not being used.
3. They give a lead as to automobiles which should be disposed of as unserviceable because of expense.

RECORDED & INDEXED 166-2554-4717

RECOMMENDATION: Unanimously unfavorable.

EX-30 APR 17 1946

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 8, 1946, considered the above and recommended unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Rease
Miss Gandy

APR 12 1946

CC: Mr. Clegg
Mr. Hendon

HHC/ml

#323013

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THE DIRECTOR APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #23-B
EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, L. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the monthly letter of news to be included in the FBI NA News Letter and the bimonthly report on the activities, promotions, and interesting work of the National Academy Associates be consolidated.

ADVANTAGES:

1. This would reduce, by one required report, the number of reports concerning personnel and official activities of the Graduates with a corresponding reduction in field office paper work, dictation, and filing.
2. Information can be obtained on a bimonthly basis which can be divided from month to month and used in the preparation of the Monthly News Letter. It is also a current requirement that field offices notify the Bureau immediately in the event of any changes of address, status, and outstanding accomplishments which come to the attention of the field office. This will help keep current newsworthy information for the News Letter.
3. Reduction in the amount of filing required at the Seat of Government.
4. Elimination of duplication of effort involved in the preparation of two separate reports.

DISADVANTAGES:

1. Might provide a lessening interest in the activities of the Graduates.

RECOMMENDATION: Unanimously favorable.

106-2554-4718

HHC:ER

RECORDED & INDEXED

31 APR 17 1946

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered above suggestion and recommended unanimously favorable. Further, it was unanimously recommended that the News Letter of the FBI National Academy Associates be sent bi-monthly instead of monthly in the future.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

76 APR 18 1946

cc: Mr. Clegg
Mr. Hendon

HHC/wl

ps

THE DIRECTOR

THE EXECUTIVE CONFERENCE

4-15-46

The Executive Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Rosen, Hendon, Harbo, Hince and Tracy on April 15, 1946, considered the matter of Clerical Conferences at the Seat of Government.

It was pointed out that Clerical Conferences in Field Offices were recently changed from quarterly to semi-annually; however, that no change has been made with reference to Clerical Conferences at the Seat of Government.

The Conference unanimously recommends that Clerical Conferences at the Seat of Government be held semi-annually in the future.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-4719

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SJT:db

EX-40

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ALL INFORMATION CONTAINED
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DATE 9/14/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 18 1946

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #19-H
EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau transmit identification orders to law enforcement officials directly from Washington instead of sending them to field offices for subsequent distribution.

ADVANTAGES:

1. It would eliminate duplicate handling since the Bureau now has to count, check, and ship the identification orders to the field offices where they are then unpacked, addressed, and mailed.
2. It might achieve speedier distribution to the ultimate receivers of the material.
3. The Bureau now furnishes addressograph plates in most instances to the field offices and the system would eliminate the need for this extra step.

DISADVANTAGES:

1. The addressograph plates are already in field offices and the suggestion would cause a duplication in Washington.
2. The addressograph plates can be kept up to date in field offices more readily than in Washington.
3. There is not enough clerical personnel and the situation is growing worse to handle this distribution directly from Washington.
4. The addressograph plates presently maintained in the field could not be sent to the Bureau and used for this purpose since they are not of standard size and since they are used for purposes other than the distribution of this material in the field.
5. The Post Office Department at Washington would vigorously oppose the added burden which the frequent distribution of 65,000 copies of such material would place upon it.
6. It would mean constant use of addressograph equipment at the Seat of Government with greater wear and tear and mechanical breakdowns which would create a number of problems.

RECORDED 66-25-4120
INDEXED

RECOMMENDATION: Unanimously opposed.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

H. H. Clegg
R. C. Hendon

APR 12 1946

HHC:ER

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EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg, being present, April 9, 1946, considered the above suggestion and were unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHG/wl

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THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #23-C
EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That a block system providing space with appropriate headings be imprinted on the inside of the file covers to reflect the posting of mail covers, wanted notices, stop notices, original informants and the like, be maintained on which would be posted these various items of investigative procedure and prosecutive developments.

ADVANTAGE:

1. Eliminate the maintenance of mail cover, wanted notice, and stop notice filing systems in field offices and thus reduce to one operation the maintenance of such data in convenient form and in a convenient place in such file.
2. Will aid in the supervision of such files.
3. Would reduce possibility of overlooking the cancellation of wanted and stop notices and the overlooking of important investigative steps as required.
4. Would serve as a type of summary of administrative operations of a case.
5. It is reported that a good many Agents in a good many field offices are making penciled notations where they deem it advisable on the file cover, and this would provide a neat, short form for making such notations.

DISADVANTAGES:

EX-30 502 RECORDED & INDEXED 166-2554-4721

1. This is practically a revival of the old docket sheet that the Bureau maintained during the 1920's, which experience reflected was seldom kept current and which was abandoned as unnecessary and impractical.
2. It would entail a considerable amount of constant supervision, without which there would be numerous derelictions which would subject field offices to considerable criticisms during inspections.
3. Would be formalizing and making mandatory such a system in all cases, where it is found convenient at present in only a comparatively small number of instances.
4. It cannot substitute for the mail cover and stop notice card indices since, for example, mail cover tracings are received on the names of individuals who are not indexed to the file.
5. Would add red tape and administrative detail to the supervision of case files.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

APR 13 1946

6. Would transfer the clerical operation in maintenance of auxiliary indices as a requirement to be performed by investigative Agents.
7. It is a structure type of administrative function, upon which there could not be complete dependence, necessitating an actual check of the file in most instances anyway.
8. By block stamping the inside cover of a file and placing penciled notations thereon there would be a tendency to render dirty the first page of the top serial of the file, particularly if the ink were not dry from the block stamp or if soft pencils or indelible pencils were used for making the notations.
9. It would require added clerical functions in carrying the information forward as new sections of a file were opened.

RECOMMENDATION: Mr. Clegg favored the transmission to the field in bulletin form the attached letter granting permission to do what is being done in many offices by permitting Agents to make legible penciled notations as they might find convenient in voluminous and complicated files.

Messrs. Conroy, Hendon, and Scheidt were opposed to the original suggestion for the reasons stated and to the alternative suggestion because it presently is permissible and because any added instructions which might be transmitted to the field might tend to encourage unnecessary notations and further, being discretionary, it would cause a lack of uniformity among the various field offices with respect to the maintenance of these notations. It is further felt that many of the notations made at the discretion of the Agents would be confusing and illegible.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, unanimously opposed the use of any form on the back of the file cover for the purposes indicated and unanimously opposed the sending to the field of the proposed letter advising that it was permissive to make pencil notations on the back of the file since this would be one step toward the development of a form which was considered undesirable.

HHC/wl

THE DIRECTOR

THE JOINT COMMITTEE

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DATE 9/14/92 BY Spec/Bce

MARCH 27, 1946

SUGGESTION #19-G
EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, H. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That identification orders, wanted flyers and apprehension orders no longer be distributed to Special Agents and instead that these items be placed on field office bulletin boards for a period of one week.

ADVANTAGES:

1. Saving in the preparation and distribution of approximately 3,000 of each of these forms in each instance.
2. Many Agents are presently known to throw copies of this material in the wastebasket immediately after receipt.
3. Agents can adequately observe the identification orders and wanted notices if posted on the bulletin boards.
4. Due to the fact so many of the Agents in the field today are on specialized assignments and have no direct interest in the character of the case involved.
5. Many Agents now retain in chronological order material of this nature and the elimination of the suggestion would reduce the amount of red tape and detail in which Agents are engaged.
6. The manner in which Agents maintain this material in their desks has been a constant source of criticism during inspections. The adoption of this suggestion would remove this source of criticism.
7. Of the 40 IO's issued in 1946, 120,000 copies of all 40 have been distributed to Agents. It is seriously doubted that 25% of them have had any more than passing interest or have been retained longer than the time required to throw them in the wastebasket.

DISADVANTAGES:

1. Every Agent should have the opportunity to maintain and study copies of such material.
2. Rather frequently apprehensions of badly wanted fugitives who are subjects of identification orders are made as a result of a Special Agent's recognizing the fugitive.
3. Posting of identification orders, wanted flyers and apprehension orders on the office bulletin board would not be sufficient in so far as Resident Agents and road work Agents are concerned inasmuch as they might have very little occasion to be in the office during this period or might not be in the office at all.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Penington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

HHC:ER

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EX-30

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4. The suggestion was the policy during the war period and was changed at the specific request of a number of Agents and offices who wanted the the identification orders distributed again to all Special Agents.
5. It has been demonstrated that certain Agents in the Bureau's service possess so called "photographic" memories and by failure to furnish all Agents with this material the Bureau is depriving itself of the benefit of special abilities of these Agents which sometimes result in the apprehension of fugitives whose whereabouts are entirely unknown and thus this action would possibly result in failure to locate badly wanted fugitives.
6. In certain types of cases, it is most desirous that every Agent in the service be fully acquainted with the description and appearance of the fugitives involved and exceptions as to distribution of identification orders probably would have to be made from time to time if the suggestion were adopted.
7. This material is furnished to all regularly constituted law enforcement agencies throughout the country and Agents in the regular course of their duties have occasion to be in contact with these law enforcement agencies and possession of this material on their part enables them to answer inquiries and discuss the individuals concerned with the law enforcement agencies in their territory.
8. Even Agents handling specialized work, such as Communist cases, should have an interest maintained in the general work of the Bureau which may be achieved to some degree by the distribution of this fugitive material.
9. If this material is worth furnishing to local law enforcement agencies, it is worth furnishing to the Bureau's Agents.
10. It is administratively easier and more economical to have a simple distribution of the identification orders to all Agents, both from the standpoint of the field and the Seat of Government than to have a varied number of copies being sent to the field and a complicated set of rules as to what is to be done with them.
11. The apprehension of one or two fugitives as a result of such a distribution will pay for the cost of the distribution for an entire year.

RECOMMENDATION: Mr. Hendon and Mr. Scheidt are opposed to this suggestion. Mr. Clegg and Mr. Conroy favor it, with the provision that a copy of each be sent to each Resident Agency and that there be in the field office available copies to any Agents who desire them.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion. Messrs. Tolson and Clegg favor identification orders being furnished to each resident agency, being placed on the bulletin board of the field office, and available copies in the Agent's room for those who desire them. Messrs. Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd and

McCabe recommended that these identification orders, wanted flyers and apprehension orders be distributed to all Special Agents as at present.

I agree
H

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHO/vl

#323013

ALL INFORMATION CONTAINED
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DATE 9/24/92 BY SP5C/bcw

THE DIRECTOR April 4, 1946

THE JOINT COMMITTEE

SUGGESTION #19D
EMPLOYEE: MR. H. E. FLETCHER
PHILADELPHIA FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That wanted notice files be discontinued. At the present time it is required that when a wanted notice for the arrest of an individual is placed with any law enforcement agency, a three by five card is to be filed in the wanted notice index. This index is periodically checked to insure that the wanted notices be canceled when the individual is no longer sought by the Bureau.

ADVANTAGES:

1. It would eliminate the clerical work necessary for the maintenance of this file.

2. A review of the investigative case file will reflect where and when wanted notices have been placed and canceled.

3. At the present time, it is not necessary for field offices to make wanted notice cards for wanted notices placed with the Bureau and the adoption of this suggestion would make the practice uniform whether the wanted notices be placed with the Bureau or with an outside agency.

4. This permits the abolition of an entire system within a field office which is difficult to maintain, requires frequent inspections and is rarely in perfect condition as shown by inspections and at best it is a double-check which automatically means that it is a file review of the first check to safeguard the Bureau's interests.

5. Although on numerous occasions, errors are found in connection with these cards, not a single case is known whereby the corrections made during the course of an inspection saved the Bureau from any embarrassment.

DISADVANTAGES:

1. The wanted notice card serves as a double-check to prevent a failure to cancel a wanted notice with an outside police agency.

2. It would be entirely too easy to miss the cancellation of a wanted notice if the only check was a review of the file and the failure to so cancel might lead to great embarrassment by false arrest charges.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC/wl

Mr. Clegg
Mr. Hendon

EX-30

RECORDED & INDEXED

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3. In wanted notices placed in major cases in which several figures of a file are involved, it would be almost impossible to locate information concerning the filing of all the wanted notices with outside agencies in order that they might be canceled.

4. While wanted notice cards are not made upon ones placed with the Bureau, the problem is different. In such an instance the Bureau notifies the field office concerned of the location of an individual and at that time a check of the file would reflect whether the individual was wanted or not. On the other hand, if a notice is not canceled when placed with an outside agency, advice will not come to the Bureau until after that agency has acted upon the request of a field office for an apprehension.

5. The clerical work required to maintain this file is not great when compared to the extra assurance which it affords.

6. Frequently in field offices, during inspections, when a check of the wanted notice cards is made, there are reflected instances where wanted notices have not been canceled.

RECOMMENDATION: Messrs. Conroy, Scheidt and Clegg favorable that wanted notice files be discontinued.

Mr. Hendon recommends that the wanted notice file be discontinued and in its place a stamp be utilized on the back of the file cover reading "Wanted Notice Placed" followed by the serial number reflecting the placing of such a wanted notice with an outside agency. If not approved, Mr. Hendon is in favor of the continuance of the present wanted notice system.

EXECUTIVES' CONFERENCE ACTION.

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, unanimously recommended that the wanted notice files be continued as at present.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

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DATE 9/14/92 BY SP/Cuffe

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #25
EMPLOYEE: SAC H. H. KIMBALL
RICHMOND FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the requirement that the wanted notice file be reviewed every month by the Special Agent in Charge be changed to require such a review once each three or six months.

ADVANTAGES:

1. It would eliminate some work on the part of the field offices in checking closed files to determine whether the wanted notice was still outstanding.
2. It was pointed out by SAC Kimball that many of the wanted notices relate to cases which have been RUC'd and that to review these wanted notices once each month results in re-examining the same file on numerous occasions.

DISADVANTAGES:

1. The wanted notices should be kept up to date and a period of one month is not too often.
2. The present rule does not require that in each and every instance the file of a case which has been RUC'd be reviewed since the responsibility is upon the office of origin to advise the auxiliary offices when the wanted notice can be cancelled.
3. Less frequent review of the wanted notice file would possibly result in delay in cancelling wanted notices, particularly in those cases in which the office concerned is office of origin.

RECOMMENDATION: Unanimously that the check of this file be kept on a monthly basis for so long as the file is maintained. In this regard it has been previously recommended by the Committee that the entire file be disposed of.

HHC:ER

RECORDED
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EXECUTIVES' CONFERENCE CONSIDERATION: The Executives Conference, Messrs. Tolson, Clavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present April 3, 1946, unanimously recommended that the wanted notice file be retained as at present and that it be checked monthly rather than quarterly or semi-annually.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Clavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

#323013
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DATE 2/14/92 BY SSC/bce

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION #19-E
EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: It was pointed out that there is no present provision which places a specific responsibility on any specific office to obtain disposition of arrest records. The recommendation is that the office of prosecution be charged with this specific responsibility.

Charging

ADVANTAGES:

1. The office of prosecution prepares the summary report and this information will be needed in its preparation and is required for this purpose.
2. In many types of cases, such as motor theft and white slave, the initial arrest for the violation occurs in the district where the prosecution will take place; thus the office of prosecution will more than likely be the first office advised of the previous criminal record and of the missing dispositions of any previous record.
3. This information is needed by the United States Attorney who will first decide whether there is to be prosecution and who will next make use of such information in case prosecution is entertained. The office of prosecution has more approximate relationship with the United States Attorney than any other office.
4. The lapse of time in other offices submitting this information to the office of prosecution might result in adversely affecting the decision of the United States Attorney as to prosecution.
5. The office of prosecution is ordinarily the only office which has a need for information concerning dispositions of previous arrests and for any other office to send the disposition to the office of prosecution would in many instances require unnecessary correspondence since the disposition can be reported to the Bureau direct on a disposition sheet.
6. Prevents possible duplication in that two offices might at present request the same disposition inasmuch as the responsibility of securing it is not clearly fixed.
7. The alternative suggestion that dispositions be obtained by the office to which the criminal record is addressed is open to objection inasmuch as this office may already have RUC'd the case and, further, there may be some doubt as to which office the communication is addressed to since several offices may receive the identical criminal record.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC—Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

26 APR 3 1946

EX-30

26-25524-4725

30 APR 17 1946

DISADVANTAGES:

1. In order to prevent a time lapse it should be the responsibility of the office which first receives information as to any needed disposition of a previous record to obtain such records in order that there will be no delay.
2. The office of prosecution, according to all requirements, must receive copies of all reports and any report of dispositions automatically goes in every instance to the office of prosecution even when the disposition is not ascertained on the initiative of that office.
3. In the early stages of investigations, it is sometimes not known which office will be the office of prosecution and the adoption of this rule might, therefore, sometimes result in delay in securing dispositions.
4. It is the present rule of the Bureau that the "office of origin shall be the supervising office" and it will be the responsibility of the office of origin to see that this information is collected and recorded, and there shall be no exception to the already-established rule.
5. Of course, the office which submitted the fingerprints is the principal office to which the criminal record will be furnished and this is the office intended as the addressee office. The criminal record would be needed even in fugitive cases in order to aid in the removal of the subject or in the prosecution of the subject in the event he desires to enter a plea of guilty in the district where arrested. Under the new Rules of Criminal Procedure, the criminal may enter a plea of guilty wherever he is apprehended.

RECOMMENDATION: Messrs. Conroy, Hendon, and Scheidt recommended favorably. Mr. Clegg recommends that the first office having information as to the need for a disposition immediately undertake to obtain that disposition. When the record is sent out to several offices by the Bureau and such record shows no dispositions, the office to which the original communication is addressed would be the logical one to obtain such information. All of this would be generally supervised in the field by the office of origin. Mr. Clegg favors this proposal.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, unanimously recommended that the responsibility be placed with the office of prosecution.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC/wl

#323013

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THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #19-F
EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

MEMBERS PRESENT: Mr. H. H. Clegg, Mr. R. C. Hendon, Mr. E. E. Conroy, Mr. E. Scheidt

EMPLOYEE SUGGESTS: That field offices be authorized to stamp all reports "file" when three copies of such reports are furnished to the Bureau except in instances where such reports contain statistical information or when the field supervisor believes that the matter should come to the attention of the supervisory staff at the Seat of Government. Apparently there is an intention here to indicate that where three copies of a report are furnished to the Bureau the cases do not include intelligence or security matters and relate for the most part to routine criminal matters.

ADVANTAGES:

1. Uniformity in Bureau's rule with correspondingly less difficulty in administering the rule in the field.
2. Reduction in the number of reports necessary for supervisors to examine at the Seat of Government.

DISADVANTAGES:

1. It would be delegating to the field supervisors a decision as to what the Bureau might be interested in on each and every occasion.
2. The present rule prohibits the stamping of reports "file" in certain classifications for the reason that the Bureau has a definite interest in all reports submitted in these classifications. If reports in all classifications could be stamped "file" it would be entirely up to the discretion of the field as to what the Seat of Government would see. This would include a modification of existing rules relative to stamping the reports "file" so as to include the following types of cases: Deserter - Harboring; Extortion; Illegal Wearing of Uniform; Impersonation; Kidnaping; National and Federal Firearms Act; Bribery of Selective Service Officials; Counselling, Aiding and Abetting Evasion of Selective Service; Conscientious Objectors, Selective Service; Conspiracy to Evade Selective Service Act; Recalcitrant Industry, Selective Service Act. It would also permit the stamping of a report "file" when the title of a fugitive subject is changed, fugitive reports, accounting reports, a report containing value to the Department and other agencies, a report made as a result of a request from

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

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EX-40

the Bureau, a report involving "rings" of violators, a report involving matters of national importance and wide public interest and summary reports, unless at the discretion of a field supervisor this was believed undesirable.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McGabe and Clegg being present, on April 9, 1946, considered the above suggestion and were unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC/vl

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/14/92 BY [illegible]

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #26-C
EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That Bureau instructions requiring the quarterly review of bankruptcy dockets be modified to require annual checks of such dockets.

ADVANTAGES:

1. It would save the time of Special Agents which could be devoted to more productive activity.
2. Few changes occur on the dockets in a vast majority of the offices during a 3-month period.
3. In some offices the present requirement constitutes a great deal of effort and amounts to no consequence. For example, in the Charlotte Office it is necessary to check at approximately ten or twelve different places and these checks in the past have failed to obtain a single violation.
4. The referee in bankruptcies has the responsibility of reporting possible violations to the United States Attorney who in turn refers them to the Bureau which, in the ordinary course, is adequate assurance that the Bureau will receive violations.

DISADVANTAGES:

1. In some instances, it might be possible that there would be a delay in an office receiving a case for investigative attention. In bankruptcy cases, it is usually important that the investigation be commenced at an early stage before cancelled assets are disposed of and by lengthening the period of such checks to as much as a year it might result in making difficult or impossible the solution of cases which could have been successfully handled had they been discovered in a more frequent check of the dockets.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion and were unanimously favorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Rease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

EX-140

66-2554-472

APR 18 1946

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DATE 9/14/92 BY SP2/bre

THE DIRECTOR APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #190
EMPLOYEE: MR. H. R. FLETCHER
PHILADELPHIA FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg, H. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the requirement that mail cover cards be first filed geographically and then alphabetically be abolished and that instead they be filed alphabetically.

ADVANTAGES:

1. No purpose is served in having them filed geographically since the mail tracing can easily be identified upon receipt due to the fact that a very small number of such covers are placed at any one time in any office.

2. It would eliminate the necessity of preparing geographical guide cards.

3. It, in many instances, would be easier to locate the file to which the tracing relates if the cards were in alphabetical order.

DISADVANTAGES:

1. There is a theoretical disadvantage when the mail is somewhat illegible that the mail cover cards can be located more readily by means of the present method of filing geographically and then alphabetically.

RECOMMENDATION: Unanimously favorable that the mail cover cards be filed alphabetically.

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, considered the above suggestion and recommended unanimously favorable.

Respectfully,
For the Conference

EX-30

Clyde Tolson

E. A. Tamm

66-3254-4728

RECORDED & INDEXED

APR 18 1946

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

April 12, 1946

THE EXECUTIVES' CONFERENCE

Sometime ago Mr. Luther Thomas, Vice-president of the Southern Railroad and President of the Railroad Special Agents' Association, advised the Bureau of many protests from railroads regarding thefts from interstate shipments. The protests were based largely on the fact that the railroads issued orders to all their employees to report any loss, thefts, or shortages directly to their superiors on the railroad. Many times a shortage is due to delay in transportation and not a theft at all. Goods arrive as part of a subsequent shipment. The Bureau circular distributed to railroad companies and employees suggests that it be posted in freight depots and warehouses and it gives instructions for reporting to the FBI which is contrary to the railroad's orders to its employees. Based upon Mr. Thomas' observation, the Bureau decided not to issue any more of these circulars from Washington and that any future circularization of this type would first be discussed with Mr. Thomas in order to work out any objectionable features.

we should find out reasons for delay

Mr. Thomas has called again advising that as recently as March 8, the Cleveland Office distributed these circulars by circular letter up and down the Erie Railroad. He had about 12 or 15 protests from railroad special agents in charge dating from March 8 back to October, 1945. He thought the Bureau might want to look into this continued distribution.

The Executives' Conference on April 2, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg recommended SAC's be instructed not to distribute any more of these circulars railroad companies and limit any future distribution to bus and trucking establishments.

If this is approved, there is attached hereto an SAC Letter accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy

Attachment

CC: Mr. Hendon
Mr. Clegg

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EX-30

RECORDED & INDEXED

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29 APR 17 1946

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HHC:rs

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DATE 9/14/92 BY SP5 Sylvia

THE DIRECTOR

April 5, 1946

THE EXECUTIVE CONFERENCE

THE FAGIN JEWEL THIEVES AND CONFIDENCE MEN
NATIONAL STOLEN PROPERTY ACT

The Conference considered the suggestion recommending that a master album be prepared for every field division containing key figure jewel thieves and confidence men.

This recommendation was made in order to assist the Bureau Field Divisions in the prompt identification and vigorous investigation of jewel thieves and confidence men.

A bulletin is attached hereto pointing out the procedure to be followed: (1) Preparation of an album of key figure jewel thieves and confidence men. (2) Necessity for this album. (3) Purpose of the album. (4) Sources of information (5) Maintenance and assimilation of the entire procedure, and the mechanics and instructions in handling the assignment in each field office.

After the information is obtained, within a period of thirty days after the receipt of instructions, the Bureau will prepare a limited master album containing 20 or 30 of the outstanding individuals in the aforementioned criminal specialties. Of course, the local offices will be able to supplement this information with local non-key figure jewel thieves and confidence men so that there will be a readily available source of information with reference to this type of activity.

Those in attendance at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, McGuire, Lurford, Hinze, Ladd and Rosen. The Conference was of the unanimous opinion that these instructions should be carried forward.

Respectfully,

For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

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APR 16 1946

EX-18

TELETYPE

APR 11 1946

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

#323013
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DATE 9/4/92 BY

a

Executive Conference

FBI WASHINGTON D C 4-11-46 8-03 P M DB

SAC ALBANY U R G E N T

REURTEL APRIL EIGHTH SCHOOL OF LAW ENFORCEMENT ADMINISTRATION REGARDING AUTHORIZATION TO PURCHASE IDENTIFICATION BADGES AMOUNT OF THIRTY DOLLARS BUREAU CANNOT APPROVE PURCHASE AS REQUESTED.

Ex. Conf. consisting of Messrs. Tolson, Rosen, Ladd, Nichols, Harbo, Tracy, & Glavin, agreed on above.

END

OK FBI AL TGC

RECORDED HOOVER 166-2554-4731

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48 APR 16 1946

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

4/9/46

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Glavin, Harbo, Hendon and Tracy on April 9, 1946, considered a suggestion that the Recording Section of the Identification Division prepare an additional copy of the form letter returning criminal fingerprints in order that the locate clerks in the Identification Division will have some place to definitely ascertain if a fingerprint which cannot be found has in fact been returned to the contributor.

This suggestion superseded a prior suggestion that the Recording Section keep an alphabetical file of all return prints. For the Director's information, there are approximately 200 criminal prints returned daily because they cannot be classified properly. There are approximately 2,400 noncriminal prints returned daily.

The Conference was unanimously of the opinion the records should be kept for a trial period on the criminal prints only, inasmuch as there would be very little additional work involved and if the benefits derived are justified, this additional record would be continued.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

RECORDED 66-2554-4732

EX-26 F B I 55 APR 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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ORIGINAL COPY FILED IN 66-2554-4732

COPY:mmk

SAC, HOUSTON APRIL 12, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation
Working Hours

Reference is made to your telephonic inquiry as to whether the Bureau would approve amending the hours of the Houston Office from its present hours, 8:00 A. M. to 12:00 Midnight, to 8:30 A. M. to 12:00 Midnight.

In view of the fact that the hours of the field for those offices in the continental United States that are not open twenty hours are from 8:00 A. M. to 12:00 Midnight, the Bureau feels it would be highly undesirable to make an exception in the case of the Houston Office having the hours there from 8:30 a. m. to 12:00 Midnight. In view of this fact you are hereby instructed to continue the hours of the Houston Office at the present time, that is from 8:00 A. M. to 12:00 Midnight.

The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, McCabe(Rosen), Harbo, Hendon, Tracy, Clegg, Ladd, Tamm and Glavin, concurred in the recommendation that the foregoing communication be forwarded to the Houston Office.

WRG:PC
Communications Section
4/12/46

RECORDED 66-2554-4733

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DATE 9/14/82 BY

THE DIRECTOR APRIL 3, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #26-A
EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, H. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That Special Agents in Charge no longer report to the Bureau by teletype the arrival of an employee transferred on general assignment but that this information be contained on the daily list of absences which is transmitted to the Bureau.

ADVANTAGES:

1. It would reduce communication expense.
2. The daily list of absences should furnish the information sufficiently prompt for the usual Bureau needs.
3. It would dispense with the special handling now required at the Seat of Government to record the information from the teletype communications.
4. It would reduce administrative detail in the field office inasmuch as the furnishing of this type of information could be handled at the same time the daily report of absences is prepared.

DISADVANTAGES:

1. It is often important for the Bureau to know when the Agent has arrived at his new office of assignment, and this information cannot be received expeditiously enough through the daily list of absences.
2. For a period the Bureau depended upon the recording of such information on a daily list of absences which proved to be unsatisfactory due to errors in recording the information on this form and in the delay which necessarily arises in the receipt of the list from the offices distant from Washington.
3. At no time would the Bureau be in possession of current up-to-date information relative to the arrival of Agents inasmuch as the daily list of absences is not prepared until the following day, and it requires still additional time for the daily list of absences to reach the Bureau through the mail.
4. Experience in the past has shown that when the information as to arrival was not reported by teletype it was often necessary for the Bureau to send out special requests by telephone or teletype for such information. The expense of furnishing the information by teletype is not as considerable as you might suppose inasmuch as these teletype messages are short and can ordinarily be sent to the Bureau at the same time other messages are transmitted by the field offices.

EX-40 66-2554-4734

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
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FILED

APR 22 1946

RECOMMENDATION: Unanimously unfavorable.

cc: Mr. Clegg
Mr. Hendon

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clogg being present, April 9, 1945, considered the above suggestion and were unanimously unfavorable since the amount of time required to receive the data at Washington by the list of absences would be to great to serve the purpose for which this information is desired.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC/wl

LBN:aml

The Director

April 2, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Harbo, Clegg, Rosen and Nichols considered the matter of issuing the Spanish translation of the Story of the FBI.

It will be recalled that Capitan Colon Alfaro was asked to review it, after complaint had been received that it was not written in the idioms of the country. He has now submitted his report, however, his translation is not satisfactory. As an illustration, he uses the Spanish name for the Federal Bureau of Investigation. We would not want this to occur. He uses a plural verb when a singular verb is indicated. It would be necessary to take all of his changes and correct the syntax, case and grammatical construction. 5,000 of these have already been run off and are awaiting the final report of the translation.

The Conference was unanimous, in view of the difficulties involved and the impossibility of using idioms, colloquialisms, and variations of the Spanish existing in the 22 Latin American republics, that we forthwith abandon this entire project; coupled with the further fact that Mr. Renneberger's Section is swamped with work now and it is not known when we could get this out.

Respectfully,
For the Congerence

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DATE 9/14/92 BY SP3 Cybce

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED 166-2554-4135
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Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

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1946

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DATE 9/14/92 BY SP2 W/bre

THE DIRECTOR

April 12, 1946

THE EXECUTIVE CONFERENCE

On April 11, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Nichols, Harbo, Tracy, and Glavin considered the desirability of having a member of the Attorney General's Meritorious Promotion Committee.

For the Director's information, under the Reformation Promotion Act, Meritorious Promotions can be granted under certain circumstances. The Civil Service Commission has been designated by the President as the agency to set up regulations pertaining to meritorious promotions and final passing on the promotion granted prior to making the regular annual reports of such promotions of Congress under the existing law.

At the present time all meritorious promotions recommended by any division of the Department of Justice are first sent over to the Civil Service Commission and passed on there before the promotion is granted. This procedure takes from three to four weeks.

Under Civil Service regulations the various departments and individual establishments of the Government have been permitted to set up Meritorious Promotion Committees to pass promotions and to grant such promotions. The action is then forwarded to the Civil Service Commission for post-audit. If the Commission does not agree then further justification must be submitted or the promotion will be rescinded.

The Department of Justice is setting up such a committee at this time. The Conference was advised that Don Cook of the Attorney General's staff recommended to the Attorney General that the members of the Meritorious Committee of the Department of Justice consist of one member of the FBI; one member of the Immigration and Naturalization Service; one attorney from the Department and one clerical employee.

Glavin pointed out that up to the present time, he as the designated chairman of the Bureau's Meritorious Promotion Committee has been certified to approve meritorious promotions and under the plan which will go into effect in the Department this procedure will be continued. However, instead of being sent to the Civil Service Commission for final action it will be sent to the Departmental Committee.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

RECORDED
INDEXED
66-2554-4736

The Conference feels that the Bureau should be represented on the Department Committee and if the Director approves, the Department will be so advised.

52 APR 19 1946

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

C-Mr. Clegg
Mr. Hendon

52 APR 22 1946

COPY TO:

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO DATE: APRIL 2, 1946

FROM : I. N. CONRAD

SUBJECT: RECENT RADIO DEVELOPMENTS
POSSIBLE TESTS OF DETAIL TO NAVY RADAR EQUIPMENT

In connection with our current project to contact the Army and Navy for all available information concerning radio equipment which might have application directly or indirectly to the work of the Bureau, Lt. Commander White of the Navy Bureau of Ships called Mr. Swartz as a result of conversations had with him some time ago.

Lt. Commander White suggested that if the Bureau would formally request the Navy to work on a project aimed at increased definition of airborne radar equipment so that it could be used by us in fugitive searches over wide-open spaces, he would then be able to get men assigned to him and could take constructive steps toward improving present equipment so that it might have some application to the work of the Bureau.

This would amount to a special request of the Navy for them to carry on research and development work for us. It does not appear that such a project should be requested at this time since we have as yet not determined whether present airborne radar equipment would be satisfactory for night-time search of large desolate areas in connection with fugitive investigations.

ACTION

Unless advised to the contrary, Lt. Commander White will be advised that the Bureau representatives still desire to personally observe the present available radar (PPI) equipment and do not desire to make a formal request for development work at this time. Lt. Commander White will be requested to advise of the steps which are necessary to obtain a practical demonstration of present equipment.

APPROVED on 4/4/46 by Executive Conference. Present - Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo.

KWS:PJD
80-657

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY

RECORDED & INDEXED

F B I

61 APR 22 1946

4737

EX-30

ORIGINAL COPY FILED IN

THE DIRECTOR

April 19, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 18, 1946 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Hince, Harbo, Nichols, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Houston, Texas concerning Bureau automobiles. The Special Agent in Charge at Houston stated that Special Agent John V. Murphy assigned to the Houston Office, had disconnected the dome lights which light the car when the car doors are opened. Agent Murphy pointed out that this appears to be undesirable especially when the car is being utilized for night surveillances. The Agent in Charge felt that this was a good observation and that the automatic switches on the Bureau automobiles in the Houston Division are being rendered inoperative inasmuch as the manual switch on the side of the frame may still be used to turn the dome light on and off. Special Agent in Charge Willis felt that the Bureau might wish to consider advising other Field Offices concerning this particular matter.

It was pointed out in the Conference that this particular problem has been handled in the various Field Offices and it is not felt that it would be necessary to circularize the Field concerning it at the present time. Should the Director agree, no communication will go forward to the Field at this particular time. There is attached hereto a communication addressed to the Special Agent in Charge of the Houston Office expressing the Bureau's appreciation at the interest shown through the submission of this suggestion. Subject to the Director's approval this communication should go forward as addressed.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED
166-2554-4738
1F 1B II
36 APR 22 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

EX-8

APR 25 1946

THE DIRECTOR

April 19, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 17, 1946 consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Nichols, Hendon, Harbo, Tracy and Glavin approved the preparation of a Bureau Bulletin to all investigative personnel in the Field concerning the transmittal of expense accounts. For the Director's information it is being suggested that in connection with Agents' expense accounts that we request that these accounts be transmitted by the fifth of the month succeeding the month during which the expenditures were incurred, rather than the tenth of the month, which is the present regulation. This will permit the Agents to have their accounts more expeditiously handled both in the Bureau and the Division of Accounts in the Department.

It was also suggested that the transmittal of regular contract accounts and transportation vouchers be expedited.

Should the Director approve, the attached Bulletin should go forward.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/92 BY SP3 C/Bc

RECORDED
&
INDEXED

66-25-14739
H B
37 APR 22 1946

cc: Mr. Hendon
Mr. Clegg

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:et

50 APR 24 1946

MR. R. T. HARBO

JANUARY 30, 1946

I. W. CONRAD

RADIO EQUIPMENT INSPECTION
MANUAL OF RULES AND REGULATIONS

BACKGROUND:

The Cleveland Field Office has forwarded the following information:

"Mr. Norman Horott of the General Electric Company in Syracuse made an examination of Car #59, a 1942 Dodge and one of the cars with which difficulty has been experienced. At that time he stated that while there were minor misadjustments, these probably came from the bouncing of the car while in motion and were not due to misadjustment on the part of the radio service. He stated that the equipment was performing in a satisfactory manner but he would like to make the following suggestions in lieu of a personal contact with Mr. Conrad of the Radio Section, with whom he stated he was acquainted:

(1) "All FM equipment presently in use by the Bureau should be given a monthly inspection by the local contract radio service in each field division, since the constant movement of the equipment could tend to throw minor adjustments out of line, thus causing the transmitter and receiver to operate inefficiently.

(2) "The antennas presently in use throughout the field appeared to be somewhat light, and he had noted that in most instances that there was a poor connection between the various sections of the antenna on each car. He was also of the belief that the antennas presently in use were of a somewhat small diameter. He stated that at the high frequencies employed by the Bureau it was his experience that a larger diameter antenna radiated more efficiently."

The larger antenna which was mentioned later in the reference communication has been purchased by the Bureau and is currently being used in fulfilling replacement requests. It is not believed to be sufficiently better to justify immediate overall replacement.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RHS:PJB
80-648

Executive Conference

RECORDED 66-2534-474
F B I
43 APR 19 1946

ENCL

EX-21

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 9/15/82 BY

ORIGINAL FILED IN

The Manual of Rules and Regulations reads as follows in connection with the present radio equipment:

6L. (7) "All firearms and electrical equipment in field offices shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge, semi-monthly. All such equipment shall be kept ready for instant emergency use at all times.

(8) "All Bureau automobiles shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge once each month."

DISCUSSION:

The first point of Mr. Morott's recommendation has weight in view of the human factor since all mobile radio equipment is so constructed that lock nuts or tension springs prevent maladjustment due to jarring but they must, in many cases, be snapped or tightened by the repairman. The equipment is properly constructed in this regard but the human element exists.

The second point of the recommendation concerning larger diameter antennas is covered above and the poor electrical contact at antenna joints will, to some degree, be eliminated by the gradual replacement of wartime antennas by postwar antennas of higher quality. The inspection of the antennas would possibly result in their replacement before faulty connections resulted in damage to the radio transmitter.

In both of the suggested points, the matter of having the equipment available and in operating condition in so far as possible should be a major consideration.

Monthly inspections by the Special Agent in Charge and by the radio repair contractor would result in first the assurance of the Special Agent in Charge that the radio equipment is in satisfactory operating condition for any emergency which might arise and secondly the closer maintenance of the radio equipment by the radio contractor so that the failure of the radios might be quickly ascertained so that appropriate steps can be taken or in many cases, the failure of equipment might be prevented resulting in a more nearly continual operating condition of the two-way radio cars.

The amount of time which would be involved in making a specific check to determine the operating condition of the cars and the possible argument that increased repair costs might result can be easily outweighed by the greater assurance of satisfactory operation of the radio equipment and also by the probability that inspection by the repairman will prevent many failures of the radios.

Memo to Mr. Harbo dated Feb 1, 1946 Re Radio Equipment Inspection
Manual of Rules and Regulations

Memorandum for Mr. Harbo

RECOMMENDATION:

In accordance with your instructions, in lieu of a regular periodic inspection by a radio technician, it is therefore recommended that the Manual of Rules and Regulations be changed as reflected on the attached sheet to require such technical inspection only when the Special Agent in Charge feels it necessary.

Attachments

ADDENDUM: 3-22-46 I have mentioned this matter to several In-Service classes in order to get their views in the frequency of maintenance work necessary on the radio equipped cars. The attached proposed manual change has been prepared by Mr. Conrad based on the information obtained. Substantially the comments of the In-Service classes reflect that the frequency of maintenance varies widely with the type of automobile and whether it is used in metropolitan areas or mountains of the West. Therefore, rather than requiring a fixed period, the SAC is required to have inspections by radio men as necessary.

DJP

Addendum: On March 28, 1946, the Conference composed of Messrs. Tolson, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo, felt that no action should be taken on Mr. Conrad's recommendation. It was felt that the present Manual provision covers the periodic inspection of electrical equipment which should obviously be interpreted to include radio equipment. It was also felt that the Manual requirement that automobiles be regularly inspected by the SAC is adequate and presently carries with it the responsibility of checking the two-way radio equipment and other mobile radio equipment to see that it is functioning satisfactorily.

RTH

Yellow Copy
Jd.

#323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 SSC/62-66

2554 - 4740

Typed March 19, 1946

PROPOSED CHANGE IN MANUAL
OF RULES AND REGULATIONS

61. APPEARANCE AND MAINTENANCE OF OFFICES

(7) All firearms, radio and electrical equipment in field offices shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge, semi-monthly. All such equipment shall be kept ready for instant emergency use at all times.

(8) All Bureau automobiles shall be inspected personally by the Special Agent in Charge or in his absence the Acting Special Agent in Charge once each month. This inspection must include proper operation of the two-way radio equipment and must be followed by an inspection of the two-way radio cars by the radio contract repairman where in the opinion of the Special Agent in Charge such technical inspection is indicated by failure of the two-way radio equipment to perform properly.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5 Scribe

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

RWS:IWC:PJD

66-2554-4740

ENCLOSURE

COPY: FC

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

CONFIDENTIAL

CONFIDENTIAL

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-01-2011

Mr. Frederick B. Lyon
Chief
Division of Foreign Activity Correlation
Department of State

Chief of Naval Intelligence
Navy Department
Washington, D. C.

Assistant Chief of Staff, G-2
War Department
Washington, D. C.
Attention: Reading Panel
Military Intelligence Service

Dear Sir:

For your information, I am attaching hereto a communication which may be of interest to you.

Very truly yours,

(Printed signature)
John Edgar Hoover
Director

Evaluation:

Received from reliable and confidential source
From confidential source previously found reliable
Not verified by investigation

Available to Embassy in country of origin

Approved by Executives Conference, 4/11/46 with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Rosen, and Ladd attending.

DML

Attachement

66-2534-4741

F B I

48 APR 19 1946

RECORDED

CONFIDENTIAL

135

52 MAY 6 1946

9/16/42 #323013

Classified by: [illegible]
Declassify on: OADR

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

ORIGINAL FILED IN

COPY:FC

(Typed April 1, 1946)
April 9, 1946

Form letter sent to 135 Police departments in cities under 25,000 who forwarded Returns B and C in previous years but who have not sent in the 1945 returns.

My dear Chief:

In reviewing our records it is noted that Annual Returns B and C have not as yet been received from your department for 1945. Inasmuch as these reports were received from your department in previous years, it is thought you will desire to have our records complete in this regard.

Accordingly, I am enclosing additional forms for your convenience in preparing these reports. Your cooperation in having appropriate entries made thereon and returning them to the Bureau will indeed be appreciated. If you have any problems in connection with the preparation with these reports or other matters pertaining to uniform crime reporting, we will be glad to be of all possible help.

Sincerely yours,

John Edgar Hoover
Director

Enclosures

MFR:mm

Apprived by the Executives Conference 4-2-46 consisting of Messrs. Tolson, Glavin, McGuire, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, and Mumford.

COMMUNICATIONS SECTION
APR 9, 1946

ON ORIGINAL

RECORDED

66-2554-4742

F B I
55 APR 22 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/82 BY

337, 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

April 19, 1946

THE EXECUTIVES CONFERENCE

RADIO CALL PROCEDURE

On April 18, 1946, the Executives Conference considered the procedure used by the San Antonio office in contacting Agents via radio, which is not in strict accordance with existing Bureau rule. The Bureau rule requires that the dashboard compartment of each radio equipped automobile contain a card bearing the radio frequencies and the major police radio stations in the field office district and that the card also reflect the radio call number assigned to the car.

The San Antonio office has for some time employed a system whereby each Agent has a radio call number. The Special Agent in Charge is designated J300, the Assistant Special Agent in Charge J301, and other Agents in a continuation of this sequence. SAC Acers points out that this system is well known throughout the San Antonio territory and has a definite advantage. He points out that an Agent can be called even though he is in a sheriff's office, a State Department of Public Safety automobile under special circumstances, or in any other point which can be reached through the police radio system. In Texas the State Department of Public Safety has an especially good radio coverage and the Bureau automobiles are in some instances furnished with special radio equipment which enables them to maintain radio communication with the State Department of Public Safety.

The Conference composed of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Nichols, Hince, Rosen and Harbo were unanimously in favor of the following proposals:

(1) That no change be made in the general Bureau rule.

(2) That the San Antonio office be authorized to continue its present procedure in addition to complying with general Bureau regulations.

A letter addressed to Mr. Acers in accordance with the foregoing is attached.

Respectfully,
For the Conference

Attachment

66-2554-4743

RECORDED
Clyde Tolson
INDEXED

EX-30

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/92 BY

April 12, 1946

MR. HARBO

Re: Disposition of .45 Caliber Colt
Automatic Pistol, serial #201491.
(Bureau File #91-1003)

The above referred to weapon is the weapon recovered from Joseph Edward Earlywine at the scene of the shooting of Agent W. R. Ramsey, Jr. on May 2, 1938. A review of the file reflects that all other ammunition exhibits recovered during the investigation of this case have been disposed of.

Inasmuch as this particular weapon has no value insofar as the Reference Collection of Firearms is concerned, it is requested that authority be granted for its permanent disposition. In the event permanent disposition cannot be authorized, it is requested that I be advised concerning the proper retention of this exhibit.

MEW:ABC

T. F. Baughman

Addendum: 4-17-46 By decision of the Executive Conference on 4-16-46 the above weapon has been placed in the Museum File.

TEB.

cc-Museum File

RECORDED

66-2554-4744
F B I
55 APR 23 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-92 BY

INITIALS ON ORIGINAL

52 MAY 14 1946

ORIGINAL COPY FILED IN 91-1003

COPY:FC

SAC, Charlotte

April 12, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation

Reference is made to your communication of April 3, 1946, wherein you furnished the Bureau with detailed information concerning your request for $4\frac{1}{2}$ x $7\frac{1}{2}$ inch loose-leaf notebook binders.

The Bureau does not have a supply of such binders on hand at the present time and due to the very limited funds available in our current appropriation it will not be possible for the Bureau to purchase such binders during the present fiscal year.

The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, Tamm, McCabe(Rosen), Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, concurred that the San Antonio Office be so advised.

WRG:PC

COMM STAMP
COMMUNICATIONS SECTION
APR 12, 1946
ON ORIGINAL

RECORDED 66-2554-4745
F B I
55 APR 23 1946

#323013
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HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY

EX-21

ORIGINAL COPY FILED IN 66-16

57 MAY 8 - 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/1/92 BY SP5 [illegible]

MR. R. T. HARBO

APRIL 3, 1946

I. W. CONRAD

RECENT RADIO DEVELOPMENTS
NAVAL COMMUNICATIONS INTELLIGENCE VISIT

Executive Conference

On April 2, 1946, Messrs. Swartz and Arnold of this Section went to the Naval Communications Intelligence to discuss the general topic of facsimile with the Navy's experts. Several hours of discussion was had with a Mr. J. A. Krcek who seemed to be well versed on the subject and acquainted with most of the commercial processes. While no actual equipment was available there for demonstration, he had specimens of received copy along with the originals from which the transmissions were made.

Basically, the facsimile systems might be broken down into those which employ photographic paper or film as a recording medium and, as a second category, those which employ a sensitized paper for direct recording without requiring further development. The best results are naturally obtained with the former type principally because of the length of the tone scale possible with the photographic process as compared to the other varieties. Among those companies which are manufacturing equipment for use with the photographic process are:

Acme Telephoto Company
1200 West Third Street
Cleveland, Ohio

Times Telephoto (a subsidiary of the New York Times)
Times Building
New York, New York

These two companies have been foremost in manufacturing equipment for the specific application of transmitting and receiving news photographs. Other companies manufacturing equipment, some of them working under licenses arrangements and some of them doing original work, are:

Associated Press
Western Electric
Western Union

Alden Products Company
Radio Inventions, Inc.
Finch Telecommunications Company

It was indicated that a great deal of the original research and development has been contributed by Radio Inventions, Incorporated, and that that company holds patents on the best direct printing process paper.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Bendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Wease
Miss Gandy

RECORDED & INDEXED

166-2554-4746
F B I
48 APR 25 1946

EX-21

ORIGINAL FILED IN

Memorandum for Mr. Harbo

In answer to the question as to what would be the best direct printing equipment to buy, Mr. Kreek indicated that Times Telephoto had a machine which could be used with direct printing paper and that their machine was about as satisfactory as any of them.

Most of the present equipment operates with from 96 to 120 lines per inch but some equipment operates with 200 or 300 scanning lines per inch, consequently giving more detail in the picture. Associated Press has manufactured two machines capable of 300 lines-per-inch transmission and reception and both of these are in the Signal Corps' Laboratory at Ft. Monmouth, New Jersey. One photograph transmitted on this machine was exhibited and, to the naked eye, appeared fully as good as any regular photograph. In general, however, little is gained by increasing the number of scanning lines per inch above 150 to 200.

Mr. Kreek stated that the News Services were satisfied with a picture suitable for reproduction in newspapers and consequently were not striving for perfection and very few applications at present exist which do not fall into this category. The degree of perfection required by the Bureau for the transmission of fingerprints was pointed out and inquiry made as to whether any equipment was presently available which would reproduce them with sufficient degree of accuracy for identification purposes. Mr. Kreek felt that some of the photographic processes might be satisfactory but did not feel that any of the direct printing processes would give a degree of perfection necessary for a positive identification. However, he did feel that the better direct printing processes would be suitable for at least tentative identifications.

One new method of facsimile was explained. This was developed by Western Union and consists of a stylus attached to a crystal. The crystal, vibrating in a frequency of 2400 cycles per second, with an amplitude which is dependent upon the relative intensity of the light reflected from the picture at the transmitting end in a given instance pricks a small hole in a stencil. The eventual result is a stencil with small pin pricks in it, the depth of the pin pricks at any point being proportional to the darkness of the transmitted picture at that particular point. The stencil can then be used to reproduce a number of copies of the transmitted object.

Mr. Kreek exhibited two color pictures which had been transmitted by facsimile, the process was, of course, that three separate negatives were transmitted individually and received from which the usual wash-off relief process was followed to reproduce the picture. The results were amazingly good. While the absolute accuracy may have been disturbed somewhat in the process of making the photograph, the actual result was a more pleasing picture than if a single black and white photograph had been transmitted, due to the impossibility of obtaining a perfect match between the three negatives during the process of printing.

Memorandum for Mr. Harbo

RECOMMENDATION

In order to determine what results can be obtained with this equipment for transmission of fingerprints, unless you advise to the contrary, an attempt will be made to arrange for a fingerprint card to be furnished to Mr. Kroek with a request for transmission and reception of it over the Navy's equipment.

APPROVED BY EXEC CONF ON APRIL 5 1946 composed of
Messrs Tolson
Glavin
Hendon
Tracy
Nichols
Hince
Ladd
Mumford
Rosen
Harbo

THE DIRECTOR

THE EXECUTIVE CONFERENCE

3/1/46

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/15/92 BY [illegible]

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Nichols, Hendon, Harbo, Mumford and Tracy on February 28, 1946, considered a suggestion originally made in May 1944 by Chief E. T. Weatherly of the Cincinnati, Ohio, Police Department.

Chief Weatherly has periodically suggested that the Bureau furnish to metropolitan police departments throughout the United States copies of photographs of pickpockets, confidence men, jewel robbers and similar offenders known to be operating on a national scale. His suggestion provides that these photographs will be placed in a general appearance file in each police department, and as a result police officers will be able to identify such men who have not yet been arrested on local charges until their national operations can be ascertained and other interested law enforcement agencies can be advised of their apprehension.

This subject matter was discussed in detail with Chief Weatherly by the Special Agent in Charge at Cincinnati in 1944. Lieutenant Stanley Schrotel, FBI National Academy graduate, of the Cincinnati Police Department contacted the Cincinnati Office on the same subject matter last month.

A committee representing the Identification Division, the Records Division and the Investigative Division have considered the matter carefully and recommends the suggestion not be adopted for several reasons.

1. It would be too great a project for the Identification Division to reproduce and transmit photographs of this type.

2. There is some question as to the legality of the Bureau's disseminating photographs in many instances, specifically wherein there might not be a conviction or prior arrest.

3. Photographs of such persons until recently appeared in a publication known as the Higgins Pocket Manual which is no longer published. It appears Chief Weatherly's suggestion that the Bureau now render this service is primarily because the Higgins Manual is no longer available.

4. Such service would be of assistance to private detective agencies such as Burns' and Pinkerton's and probably it is more their job to publish such information in view of the nature of their work in protecting commercial establishments on a national basis.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

66-2554-4747

F B I

MAY 15 1946

79 APR 25 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-4747

OK

MEMORANDUM FOR THE DIRECTOR March 1, 1946

The Conference unanimously recommends against the suggestion and if you approve there is attached hereto a letter to the Special Agent in Charge at Cincinnati in order that he may advise Chief Weatherly and National Academy Graduate Stanley Schrotel of the Bureau's decision.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COPY:FC

SAC, New York

April 12, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation
Linguaphone Records

Reference is made to your communication of March 26, 1946, wherein you requested advice as to whether the Bureau could supply the Translation Unit of the New York Office with a set of linguaphone records in German for study of the Translators.

The Bureau at the present time does not have available a set of such records and due to limited funds available in the Bureau's present appropriation such a purchase cannot be made at this time.

The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, Tamm, McCabe (Rosen), Ladd, Clegg, Hendon, Harbo, Tracy and Glavin, concurred that the New York Office be so advised.

COMMUNICATIONS SECTION
APR 12, 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY

RECORDED & INDEXED 66-2554-4748
F B I
APR 25 1946

X-62

ORIGINAL FILED IN 66-2554-1

MAY 6 - 1946

THE DIRECTOR 4/19/46

EXECUTIVES' CONFERENCE

32nd NATIONAL ACADEMY GRADUATION

The Executives Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, E. A. Tamm, Mumford, Rosen, Nichols and Clegg being present, on 4/17 suggested the following in the order named for consideration as speakers at the next FBI NA Graduation. Two would be selected:

1. Mr. Herbert Hoover
2. Senator Styles Bridges, New Hampshire
3. Senator Leverett Saltonstall, Massachusetts
4. Cardinal Spellman
5. President and Publisher of the New York Times, Arthur H. Sulzberger.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

hhc;hd

CC - Mr. Clegg
Mr. Hendon

323013
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HEREIN IS UNCLASSIFIED
DATE 9/11/80 BY

RECORDED & INDEXED

66-2554-4749

EX-15

51 APR 26 1946

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnee
Hendon
Pennington
Quinn Tamm
Tase
Walsh

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DATE 9/15/92 BY [illegible]

THE DIRECTOR

4/15/46

THE EXECUTIVE CONFERENCE

SUGGESTION NATIONAL MOTOR VEHICLE THEFT ACT VIOLATIONS
SAC R. C. SURAN

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Nichols, Rosen, Harbo, Hendon, Mumford and Tracy on April 10, 1946, considered a suggestion of SAC Suran that the Bureau institute a latent fingerprint file in National Motor Vehicle Theft Act cases for the purpose of filing unidentified latent fingerprints in unknown subject cases.

Mr. Suran's suggestion has been studied in detail by the Identification Division and by the Investigative Division for some time and the Conference was advised that the study made discloses that in automobile theft ring cases and cases involving a single professional automobile thief, the occasion rarely arises when an automobile would be abandoned. In most instances, a professional thief disposes of the car, or cars, and it would be only an exceptional case where a latent fingerprint could be developed which might later be compared with latent fingerprints developed in other cases.

It was pointed out to the Conference that in unknown subject cases where the subject repeatedly steals automobiles, cases probably could be tied together by means of a comparison of latent fingerprints, however, the number of such cases has been found to be relatively small, therefore, it is the conclusion of the Investigative and Identification Divisions that the establishment and maintenance of a latent fingerprint file in National Motor Vehicle Theft Act cases would not be worthwhile considering the small number of instances in which identifications might be made. It is further pointed out that even if it were ascertained that the same unknown subject had stolen cars in several cases, the only result would be that this fact would be established; however, the Bureau would not be any nearer to ascertaining the true identity of the unknown subject, which after all is the most important item of fact to be established in each case.

The Conference unanimously recommends the suggestion not be adopted.

Respectfully,
For the Conference

Clyde Tolson

166-2554-4750
F B I

RECORDED & INDEXED

39 APR 25 1946

EX-18

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

51 APR 26 1946

SJT:db

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DATE 9/13/92 BY SP5 [illegible]

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The Director

April 16, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, E. A. Tamm, Tracy, Harbo, Glavin and Nichols, considered a report submitted to the Conference by Mr. Nichols on the matter of indexing communications in the Bureau's Files Section.

Mr. Nichols reported that a committee consisting of Messrs. Ladd, Mumford, Carson, Strickland, Cartwright and himself reviewed yesterday afternoon every single indexing rule by classification, and this special committee recommended that hereafter in criminal cases no index card be made of informants or witnesses giving derogatory information, i. e. affirmative informative, or of informants or witnesses having a criminal record; that, likewise, there would be certain exceptions to the basic rules in criminal cases but that we not index the results of mail covers and technical surveillances but we would index the name of the subject and suspects. In cases involving stolen property an index would be made of the property stolen, together with an index of the complainant in every case coming to the Bureau's attention.

The special committee further recommended no change be made in the indexing of internal security and national defense matters.

In each criminal case where a prosecutive summary is prepared the name of every witness would be indexed, which would thus make it possible in big cases to readily ascertain whether an individual was a witness or connected in a case.

The Conference unanimously recommended the adoption of this procedure, which for practical purposes will mean that the classifiers will only have to read the synopsis and titles of reports in the future. If the Director approves, there is attached hereto a memorandum transmitting the body of rules pertaining to the indexing by specific classification, from which have been stricken the things that will not be indexed in the future. It is, of course, understood that a supervisor may, by underscoring a name with green pencil, continue to have a name indexed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

51 APR 26 1946

Attachment

cc: Mr. Clegg, Mr. Hendon

RECORDED
INDEXED
F B I
APR 25 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. C. A. Tolson DATE: April 12, 1946

FROM : R. T. Harbo

SUBJECT: ADDRESSING OF LABORATORY REPORTS TO GRADUATES OF NATIONAL ACADEMY

Executive Conference

Section 114 of the Laboratory Manual provides that Laboratory Reports shall be addressed to the highest ranking officer of the organization submitting the material, marked for the attention of the submitting officer, except in the event the submitting officer is a National Academy graduate. In that event, reports are addressed to the graduate instead of the highest ranking officer. This is the only exception to the rule.

While I agree, of course, that we should direct communications of a personal or semi-personal nature to the National Academy graduate himself, in matters which involve a police department generally, such as is usually true in Laboratory examinations, I believe it is desirable to address the reports to the highest officer of the organization, marked for the attention of the submitting National Academy graduate, in accordance with our general policy. We now have National Academy graduates in many departments and in some cases, such as Norfolk, Virginia, Police Department, we have one National Academy man who is Chief of Police, and another who is Chief of Detectives. It has been our policy in this particular situation, even though the Chief of Detectives submitted the material for examination, to direct the report to the Chief of Police, marked for the attention of the Chief of Detectives. It is possible that on some future occasions a report might be sent direct to a subordinate officer because he is a National Academy graduate, whereas the Chief of Police might also be a National Academy graduate and equally as good a friend of the Bureau.

RECOMMENDATION: That our instructions concerning the addressing of Laboratory Reports to National Academy graduates be changed to conform with our general policy in this regard; that in the future all reports without exception be addressed to the highest officer of the organization, marked for the attention of the contributing officer.

ADDENDUM: Approved on April 15, 1946, by Executives Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Hince, Ladd and Rosen.

JAS:FLM

Director's notation: "OK H."

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61 APR 26 1946

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59 MAY 10 1946

TO: THE DIRECTOR DATE: April 16, 1946

FROM: A. ROSEN

SUBJECT: TRANSFER OF DEMOBILIZED PERSONNEL RECORDS, ADJUTANT GENERAL'S OFFICE, WAR DEPARTMENT

PURPOSE

Under date of March 5, 1946, the Charlotte Division by letter, a copy of which was furnished to all field divisions, stated that the World War I records comprising all separations up to September 8, 1939, were in the process of being moved from High Point, North Carolina, to the Demobilized Records Branch in St. Louis. That letter requested that the St. Louis Division inform the Bureau when all records had arrived in St. Louis and were available for review.

The St. Louis Division has now advised that these records are available for review in St. Louis and it is felt that this information should be furnished to the field by Bureau Bulletin.

ACTION RECOMMENDED

That the attached Bureau Bulletin advising the field of the availability of these records in St. Louis be issued.

Attachment

EX-16 RECORDED 166-2554-4753

ADDENDUM

APR 26 1946

On April 18, 1946, the Executive Conference approved the attached Bureau Bulletin.

RWM:KLW

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1946

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-F
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That field offices destroy Receiving Slips for expendable and non-expendable property immediately after preparation of the annual inventory for transmittal to the Bureau.

ADVANTAGES: 1. Save some little filing space.

2. The use of these slips subsequent to the compilation of the annual inventory is infrequent.

DISADVANTAGES: 1. It is inconsistent with the general practice as to the destruction of other items.

2. These slips are of value in verifying and adjusting the discrepancy for anything appearing on the inventory with a check against the Bureau's records after receipt.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg.

Respectfully,
For the Conference

Clyde Tolson

HHC:LM

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

E. A. Tamm

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DATE 9/15/82 BY [illegible]

THE DIRECTOR

April 22, 1946

THE JOINT COMMITTEE

SUGGESTION #53-C
EMPLOYEE: SAC ABRATICCHIO
BIRMINGHAM FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the designation of Agents to attend In-Service training should be equitably made so as not to require more than one Agent at a time from smaller offices.

ADVANTAGES: 1. The calling in of two or three Agents at a time throws a burden on a small office since it would constitute a considerable percentage of its total investigative personnel.

DISADVANTAGES: 1. The In-Service assignments are presently arranged by the Administrative Division upon a quota basis dependent upon the size of the field division.

2. The present system is to select Agents for In-Service as equitably as possible.

3. With the cut in the number of In-Service schools which has followed the general reduction of personnel, less of a burden will be thrown on smaller offices which was necessary in a short period of time in the recent past when Agents were being brought in at more frequent intervals than 18 months.

RECOMMENDATION: The committee unanimously recommended no change upon the basis that the suggestion is presently being complied with as closely as possible.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously were of the opinion that this matter is being handled properly at the present time and that no change in procedure should be made.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

HHC:rs

66-2554-4755
EX-18
30 APR 25 1946

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

Ex Executive Conference

SUGGESTION #32-G
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. CLEGG, E. E. CONROY, R. C. HENDON, E. SCHEIDT

EMPLOYEE SUGGESTS: That field offices destroy material contained in FBI Law Enforcement Conference files after the material in any one section is more than one year old.

ADVANTAGES: 1. It would save some filing space.

DISADVANTAGES: 1. These old files are of use to SACs in preparing future programs and in determining exactly what the program has been at any prior conferences.

2. They are of value in determining the places at which meetings have been previously held.

3. They are of extreme value to new SACs in preparing future programs and particularly in avoiding duplication of subjects of the speakers.

4. The amount of space saved in any field office is relatively insignificant.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by Executives' Conference of April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Rumford, Tracy and Clegg.

Respectfully,
For the Conference

66-2554-4756
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39 APR 25 1946

Clyde Tolson

RECORDED
E. A. Tamm

3230 13

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

HHC:ma

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THE DIRECTOR

4/24/46

THE EXECUTIVES CONFERENCE

The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, considered the present provisions of Section 2U of the Manual of Rules and Regulations relative to Attorneys and Relatives Visiting Prisoners. A copy of the present manual regulations are attached hereto.

The Executives Conference unanimously recommended a review of this section be made in conformity with the attached Bureau Bulletin. The purpose of making these changes is to correct erroneous impressions that might be obtained should outside individuals have an opportunity to read this section of the manual.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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30 APR 22 1946

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

Attachment

HHC:PJ

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APR 22 1946

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DATE 9/15/82 BY [illegible]

The Director

April 16, 1946

The Executive Conference

DEVELOPMENT OF INFORMANTS ON CRIMINAL MATTERS

On April 2, 1946, the Executive Conference considered the attached proposed Bulletin to the personal attention of all Special Agents in Charge pointing out the responsibility of each field division for developing adequate informants in criminal matters and outlining a definite procedure to be followed in each field division.

The Bulletin suggests the following steps be immediately taken:

1. A discussion of informant coverage with all Agents.

2. The assignment of experienced Agents for the development of the right type of informants on criminal matters and authorization for the expenditure of the necessary funds in the development of informants with proper justification and Bureau approval.

3. Submission to the Bureau monthly a letter summarizing activities in connection with the development of informants on criminal matters.

Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols and Hince were in favor of the attached Bulletin instructing that the above program be undertaken and that the discussion with the Agents be held at the earliest possible date either at the next Semi-Annual Conference, the next Firearms Training or where travel and per diem expenses are not involved at special meetings of Agent personnel. These members did not feel that a special conference of all Agents was justified in view of the large amount of travel, per diem expenses and interference with the regular work and believe that the purpose can be fully achieved through giving this leeway as to when and as to what method the Agents in Charge will utilize to get the problem before the Agents.

RECORDED & INDEXED

EX-18

These members of the Conference are also opposed to specific instructions that Agents be assigned exclusively in each office to the development of confidential informants and feel that this should only be done in exceptional cases where especially justified. They feel that with the shortage of Agent personnel and the amount of important work pending throughout the field the Bureau cannot afford to devote the exclusive services of a large number of Agents to this one program.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Messrs. Ladd and Rosen believe that the need for the development of confidential informants in criminal matters is urgent and

Memorandum for the Director

that if the program is left to a most convenient time, the purposes will not be accomplished. The instructions previously issued to the field have instructed the Special Agents in Charge in the necessity for developing proper confidential informants in criminal matters. It was felt that the benefits to be obtained by a special conference with all Agents present greatly outweigh the suggestion that such a discussion be held at the most most convenient time. Such a discussion would greatly outweigh the procedure suggested by the majority.

Messrs. Ladd and Rosen also feel that the importance of the subject warrants the exclusive assignment of an Agent or Agents in each office to the development of informants and that the program would not be effective unless the development of confidential informants is placed upon a responsible Agent or Agents who could devote their time exclusively to such matters.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

4-22-46 Mr. Tamm concurs with the views of the majority of the conference but suggests that a specified deadline for performance of the conference with all Special Agent personnel be added -- in short, that all conferences must be concluded and the Bureau advised thereof by June 1st. This would allow almost six weeks in which to accomplish the Bureau's instructions and he feels that the six-week would allow the consummation of the project without any extra travel expense. Otherwise, Mr. Tamm fears that the matter will drag out for many months.

E.A.T.

Agree with Tamm.

AD:HP

THE DIRECTOR

April 24, 1946

THE EXECUTIVES CONFERENCE

The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, considered the inquiry of SAC Schlenker of San Juan as to whether the Bureau would extend an invitation for Lt. Leonard Normil of St. Thomas, Virgin Islands, to visit the Bureau for one or two weeks to make observations and studies in the FBI Technical Laboratory and the Identification Division.

The SAC had had a conversation with Acting Governor Morris De Castro who had stated he did not believe the FBI would accept a candidate from the St. Thomas Police Department because all the members of that department are colored. Mr. Schlenker had replied that the Bureau did not draw any color line but that as a practical matter it might be well to recognize possible prejudices on the part of the individual police attending the academy from all sections of the country and Mr. De Castro stated he recognized the situation and understood it. There was some intimation that Lt. Normil might eventually come to the United States and make some studies of police work in New York City although it wasn't believed that any further action along this line would be taken at this time.

The Executives Conference unanimously recommended that since there was no issue before the conference but merely an inquiry that we instruct the SAC at San Juan not to take the initiative in bringing this subject matter up for discussion.

If this is approved there is attached hereto a letter to SAC Schlenker accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

66-2554-4759

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

cc - Mr. Hendon
Mr. Clegg

EMC:PJ

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DATE 4/15/92 BY [illegible]

THE DIRECTOR April 22, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #53-B
EMPLOYEE: SAC ABBATICCHIO
BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That sufficient copies of Bulletins be furnished each office to permit the distribution to each clerical employee.

Bureau

ADVANTAGES:

1. The Bulletins, from time to time, contain information of interest to clerical employees and the dissemination thereof requires the issuance by the SAC of special memorandum of instructions based on the Bureau Bulletin.

2. Time and effort would be saved through furnishing a copy of the Bulletin to the clerical employees.

DISADVANTAGES:

1. It is not the Bureau's desire that all clerks receive Bulletins since the greater bulk of the material is of no interest whatsoever to them.

2. The Bulletins often contain material of a confidential nature which should not be distributed promiscuously to clerical employees because of the possibility of loss.

3. Where it is necessary to issue instructions to clerks based on a Bulletin, it is a simple matter to issue a memorandum for their benefit or post the pertinent portion of the Bulletin on the clerical bulletin board.

4. Almost invariably when there is information of importance contained in the Bulletin, appropriate instructions are contained therein that clerical employees be informed.

5. It would entail additional expense to furnish copies to clerical employees.

6. Under the new system of issuing manual changes those matters of clerical interest will quickly be incorporated in changes for clerical manuals.

RECOMMENDATION: Unanimously unfavorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

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EX-18

HHO:rs

SUGGESTION #53-3
EMPLOYEE: SAG ABBATICCHIO
BIRMINGHAM FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Lumford, Tracy and Clegg unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER

cc: Mr. Clegg
Mr. Hendon

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DATE 9/13/92 BY [illegible]

THE DIRECTOR April 22, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #53-A
EMPLOYEE: SAC ABRATICCHIO
BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

Leave

EMPLOYEE SUGGESTS: That the present system of handling leave records, daily list of absences, and registers be simplified.

ADVANTAGES:

1. Simplification would lead to less work in the field.

2. The present system is rather involved and somewhat confusing.

DISADVANTAGES:

1. The present system is in compliance with uniform requirements of the Budget Bureau and all exceptions possible have been obtained by the Bureau.

2. The present system permits the utilization of fewer employees and simplified the handling of leave records at the Seat of Government.

3. There is no discretion on the part of the Bureau on system utilized.

4. While the suggestion is that leave records be simplified, no specific suggestion was made as to how this should be done.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference of April 24 those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Evan
Mr. Gurnee
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

HHC:rm

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EX-18

THE DIRECTOR

April 20, 1945

THE JOINT COMMITTEE

Executive Conference

SUBMISSION 1302-H
SUBJECTS: OHIO BRANCH
SAVANNAH FIELD DIVISION

RECOMMENDED PERSONNEL: H. E. Clegg, D. E. Conroy, D. G. Hendon, E. Deboldt

EXPLORING SUGGESTION: That a card be maintained for each Special Agent or other employee in a field office reflecting the charge-outs of Bureau property, which could be initialed as to the date of charge-out and as to the return.

ADVANTAGES:

1. It could be determined immediately what property was in possession of any employee by glancing at a single card.

2. It would save the filing of the copies of the present property receipt, one of which under the present filing system is in the Agent's administrative file and the other in the inventory file.

3. It could facilitate the checking of an employee's property, which has been charged out to him, when he is transferred or resigns.

DISADVANTAGES:

1. It sets up an additional file in the office to include the recording of property permanently charged as well as that temporarily charged and, as a consequence, sets up a permanent record for charge-outs of a temporary nature.

2. With respect to property which is being temporarily charged out, the proposed system would be more cumbersome to operate than the present system of handling charge-outs.

3. The proposed system would be difficult to administer insofar as property temporarily charged out to road Agents while away from headquarters city is concerned.

REMARKS: Unanimously unfavorable.

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39 APR 23 1945
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EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg — Clegg
Mr. Glavin
Mr. Ladd — Hendon
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/15/82 BY

SUGGESTION #32-H
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously opposed this suggestion.

HHC:ER

RESPECTFULLY,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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THE DIRECTOR APRIL 17, 1946

THE JOINT COMMITTEE

SUGGESTION #164
EMPLOYEE: SAC E. E. COMEDY
NEW YORK FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau requirement that field supervisors be rotated annually be eliminated. It was pointed out that Agents can now work for an extended period of time on the same type of work, such as Communist cases, but that it is now necessary that the supervisors be changed annually.

ADVANTAGES:

1. Permits the retention of a man with special aptitudes and talents in a position where he can best serve the Bureau.
2. Takes advantage of the expert knowledge acquired from study of certain types of cases, such as Communism.
3. Will reduce the amount of correspondence required with the Bureau inasmuch as at present field offices must communicate with the Bureau to continue supervisors on the same assignment for longer than one year.
4. It eliminates the time necessary for a supervisor to spend in acquainting himself with new duties which is considerable when new types of cases taken over are involved.
5. Eliminates the apparent inconsistency whereby an Agent may remain indefinitely on a certain type of work while a supervisor must automatically be changed annually.

DISADVANTAGES:

1. Limits to some extent the opportunities for development of new supervisory personnel.
2. May have a tendency in some instances of causing a supervisor to remain for an unduly long period on one type of supervisory assignment and thus interfere with such supervisor's securing diversified supervisory experience.
3. To rectify any disadvantage to the Bureau in the present requirement the Bureau will grant exceptions upon special application when a case is made justifying such an exception.

RECOMMENDATION: Unanimously favorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mrs. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Neason
Miss Gandy

Clegg
Hendon

RECORDED & INDEXED

66-2554-4763
IF IB II
39 APR [illegible]

5 35

EX-18

APR 11 1946

SUGGESTION #164

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Barbo, Mumford, Tracy and Clegg, voted unanimously in favor of the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:LR

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/92 BY [illegible]

THE DIRECTOR

April 19, 1946

THE EXECUTIVES CONFERENCE

ANONYMOUS LETTER FILE

On April 17, 1946, the Executives Conference considered proposals to reorganize and stream-line the Anonymous Letter File which is maintained in the Document Section of the Laboratory. This file was established in 1935. It now contains over 11,000 specimens. At the present an average of 6.7 searches per day are made through this file, requiring 17 hours per day of employee time.

The Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Mumford, Rosen and Harbo unanimously recommend the following proposed changes which would result in reducing the length of time required for current searches through the file sufficient to save the time of two employees:

(1) Remove all material from the file which is over five years old with the exception of extortion letters written by known extortionists. A further exception is that we would leave in the file extortion letters written by unidentified extortionists who were known to have written more than one extortion communication. 5,220 specimens are over 5 years old. (5,220)

(2) Remove from the file all communications regardless of age which are not of an extortion or threatening nature. These may be referred to as letters by "cranks" which are simply critical and abusive of the addressee.

(3) Material removed from the file under recommendations one and two would be placed in an inactive status for reference only in any outstanding kidnaping or extortion case in which a thorough review of all anonymous communications on hand might be desired.

(4) As a general rule anonymous letters which contain no threats which are received in the future from police agencies or Bureau Field Offices will not be searched through the file nor will they be added to the file. Exceptions will, of course, be made in individual instances in the light of special circumstances. Such exceptions in police cases will be approved by the Head of the Laboratory; in Bureau cases by the Head of the Security Division.

RECORDED & INDEXED
EX-18

The foregoing changes if approved will result in changing the present Anonymous Letter File into an extortion and threatening letter file with a resultant substantial saving in employee time in making searches. The inactive portion of the file will consist of "crank" letters of various types and those

Mr. Tolson
Mr. E. A. [illegible]
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

4764

Memorandum for the Director

already on file will continue to be available for search if desired in a major case.

In the 1945 calendar year, 10 identifications were made by searches through the Anonymous Letter File. The current items were all identified with prior material in the file which had been in the file longer than five years. One was 12 days less than five years old; two were 3½ years old; one was 13 months old; and six were less than one year old.

We searched 1,354 current specimens through the file in the 1945 calendar year. Under the proposed procedure, it is estimated that we will search only 10% of that number of cases in the future. The cases eliminated will consist of "crank" letters.

If the Director approves, the above changes in the file will be immediately effected.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTB:AR-SR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/15/92 BY [illegible]

THE DIRECTOR

4/22/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Rosen, Harbo, Hendon and Tracy on April 22, 1946, considered the matter of the ~~Fraudulent Check File~~ in the Laboratory.

A committee composed of Messrs. Clegg, Rosen and Tracy made a report to the Conference on the Fraudulent Check File, pointing out to the Conference that the file is divided into four sections:

(1) Safety Paper Section
Several hundred specimens of different types of safety paper manufactured to prevent alteration of checks, etc.

(2) Name and Signature Section
Twenty thousand names, alphabetically by name of maker, ficticious or otherwise, of the check.

(3) Sum and Amount Section
Ten thousand specimens filed by method employed by the check writer in writing the amount of the sum of the check.

(4) Master File
Six thousand specimens filed by type of writing on the checks; i.e. type of handwriting, handprinting or check protector writing.

Bureau cases comprised approximately 60 per cent of the work and Police cases represent 40 per cent. Two types of identifications are made (1) those identified with an individual and (2) those identified with a check as having been made by the same person who issued a previous check but whose identity is still unknown.

RECORDED & INDEXED 66-2554-4765 FBI

Of the total identifications made, approximately 55 per cent are identified without ascertaining the name of the individual and 45 per cent result in ascertaining the identity of the individual who made the check. Of all checks searched, 73.4 per cent are identified--the break-up being as follows:

EX-18

	Percentage
Through search of Bureau indices and Name and Signature Section	54.8
Through search of Sum and Amount Section	.1
By examiners' recognition	1.6
Through search of Master File	2.0
By comparison with fingerprint cards	14.9
Total	73.4

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SJT:db

135 38D

The foregoing figures justify the continuation of the Fraudulent Check File in the opinion of the Conference.

The special committee recommends as follows:

(1) That Mr. Harbo's suggestion that the Master Section of the Fraudulent Check File be reorganized into three primary groups be adopted. This will result in saving five employees. The Master Section would be sub-divided as follows:

(a) Checks identified by individuals.
(b) Checks identified with other checks but the maker is unknown.
(c) Checks not identified.

If approved, Mr. Harbo would further sub-divide the Master File by male and female and by Bureau and Police types. It would take until June 30 to complete this consolidation and save the five employees.

(2) The committee recommends that name checks in the Identification Division be searched "on the head" only, that is, only the exact name as submitted would be searched. This would avoid, particularly in common names, up to fifty fingerprint jackets being pulled and charged on a single search. This will save approximately four employees in the Identification Division and an additional employee in the Laboratory. It is the opinion of the Laboratory Technicians and Mr. Tracy who made the suggestion that the percentage of identifications based on an examination of the fingerprint jackets will not be materially reduced.

(3) The committee recommends that the Laboratory which now maintains non-identified checks for a period of three years be authorized to remove and destroy the checks in the Master File after one year; pointing out although this will not reduce personnel at this time it will prevent the need for increasing personnel in the future.

The Conference unanimously recommends approval of the foregoing three recommendations with the proviso that if the number of identifications made from the fingerprint jackets is materially affected after a trial period of 90 days that this suggestion be reconsidered.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MEMORANDUM FOR THE DIRECTOR April 22, 1946

The Executive Conference desires to point out to the Director that although only 2 per cent of all identifications are made in the Master File and only .1 per cent of the identifications are made in the Sum and Amount Section, it is believed that these two sections are instrumental in solving a small number of rather complicated and involved cases particularly for the Bureau; therefore, that the searching through these two sections of the file should not be discontinued at this time; however, in the event further reduction in personnel is necessary in the Laboratory this work can be again considered at that time.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Lead
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

dh

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DATE 9/1/92 BY

THE DIRECTOR

APRIL 15, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #29-A
EMPLOYEE: SAC HALLFORD
BALTIMORE FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the rule which requires that an index card be placed in the main indices of the field office for each individual whose name appears in the source of information file regardless of whether there is already a file in the office on this individual be eliminated.

ADVANTAGES:

1. Some slight saving in clerical time in preparing and filing the index card.
2. Eliminate need for double check or spotcheck of sources of information cards against indices to insure indexing.
3. No particular value in preparing index card on source of information when there is no main file.
4. This would be somewhat analogous to preparing an index card on any individual in any City Directory who might be able to supply information due to his position.

DISADVANTAGES:

1. In the event a source of information should subsequently become involved in any subversive activities or criminal case, it might not be discovered that he was being used as a source of information unless there were an index card in the main indices of the office. Instances might arise where extreme embarrassment might be caused the Bureau by reason of the fact an individual who might be badly sought as a fugitive might at the same time be daily contacted by the office.
2. Very little work is entailed in maintaining this safeguard.

RECORDED
INDEXED

RECOMMENDATION: Unanimously unfavorable. &
HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives Conference on April 16, 1946, those present being Messrs. Tolson, Glavin, Harbo, E. A. Tamm, Tracy, Hendon, Ladd, Rosen, Nichols, and Clegg unanimously recommended unfavorably.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Cc: Mr. Clegg
Mr. Hendon HHC:PJ

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DATE 9/15/92 BY [illegible]

THE DIRECTOR April 18, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #32-B
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That telegrams to a field office from Agents in travel status be destroyed after the information contained therein has been posted on the #3 Register Cards of the office and following the examination of the telegram by the SAC.

ADVANTAGES:

1. There would be one central location for the information as to the whereabouts of Agents of the office.

2. Telegrams which would serve no further purpose are destroyed rather than being placed loosely in file folder.

3. Save some filing time and space.

DISADVANTAGES:

1. The amount of time involved in filing these wires is very small since they are merely placed in the Administrative File folder and are not processed as are permanent serials in an office.

2. They serve the purpose of making a check in event of some clerical error in recording information on #3 Cards.

3. Under the proposed suggestion, if an error were made difficulty might be experienced in contacting an Agent under an emergency situation.

4. It is a bad practice to encourage the destruction of correspondence.

5. Under the present system in the Administrative File of each Agent is all the information regarding movements of that particular individual and which facilitates any check on his past movements.

RECOMMENDATION: Unanimously unfavorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:RS

MAY 2 1946

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FBI

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61 APR 29 1946

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SUGGESTION #32-B
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 4/24/46 those present being Messrs. E. A. Tamm, Glavin, Harbo, Lumford, Tracy and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

HHC:ER

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #79
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That field office publications or "office organs" be eliminated.

ADVANTAGES:
1. Saving of labor
2. Saving of expense of printing and distribution.

DISADVANTAGES:
1. Possibility of some morale building advantages being lost
2. Omitting development of collateral talents of individual employees in writing, cartooning and so forth.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 3/15, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously approved the suggestion that all Field Office publications or office organs be eliminated.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

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DATE 9/15/92 BY SP5 [illegible]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - MR. HENDON, MR. CLEGG

HHC:HD

RECORDED

166-2554-4768
F B I

61 APR 29 1946

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ORIGINAL COPY FILED IN

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-C
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That the charge-out slip used in recording charge-out of a file or serial be revised to include two columns to record the subsequent charge-out of additional serials to the same Agent. At present the procedure would be to add elsewhere on the charge-out slip the serial number and date although there is no special place for any additional charge outs of this type.

ADVANTAGES: 1. It would create a better appearing charge-out slip.

2. Less difficulty to tell at a glance that serials are in an Agent's possession.

DISADVANTAGES: 1. The present practice fully serves the purpose and nothing materially would be gained by the suggestion.

RECOMMENDATION: UNANIMOUSLY UNFAVORABLE.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

HEC:ER

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

20 MAY 2 - 1946

HEC:RS

ORIGINAL COPY FILED IN

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F B I

61 APR 29 1946

INITIALS ON ORIGINAL - 12

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THE DIRECTOR APRIL 18, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #36-A
EMPLOYEE: SAC R. B. HOOD
LOS ANGELES FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the field not be requested to specifically acknowledge NG any general instructions which are furnished by the Bureau. To the F.O. As an example, SAC Hood pointed out that the field was instructed to specifically acknowledge the receipt and understanding of SAC Letter #14, dealing with the efficiency ratings of Special Agents who are engaged as police instructors.

ADVANTAGES:

1. Such a requirement necessarily makes extra correspondence between the field and the Bureau with all of the attendant clerical and filing work.
2. Bureau instructions are clear and there should be no necessity for the field to acknowledge their receipt.

DISADVANTAGES:

1. The Bureau is specifically informed that every SAC has given specific study to the matter.

RECOMMENDATION: Unanimously favorable; however, the Committee pointed out that as a general rule the field is not requested to acknowledge such instructions. It is only in special cases that this requirement is added to any outgoing communication from the Bureau. It is recognized that in special cases such a requirement might be advisable and should be done. This is true of the particular example set out by Mr. Hood since there was a lot of confusion in the field as to these efficiency reports, and it was necessary to make certain that the Bureau's desires and policies were thoroughly understood. 66-2554-4770

RCH:ER

INDEXED
39 APR 29 1946

EXECUTIVES' CONFERENCE CONSIDERATION: *The Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin agreed with the Special Committee and recommends that the attached letter go forward to Mr. Hood pointing out to him that specific reasons from time to time exist to request such acknowledgment from the field.*

Respectfully,
For the Conference

Clyde Tolson *E. A. Tamm*

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

58 MAY 1 1946

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DATE 9/18/92 BY

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #35-A
EMPLOYEE: SAC J. L. DALTON
INDIANAPOLIS FIELD DIVISION

MEMBERS PRESENT: H. T. Harbo, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That rather than send the Bureau copies of acceptance letters on each speech at the end of the month the Bureau be furnished one letter setting out the speeches given and the identity of the field representative who made the speech.

ADVANTAGES:

1. The material would be set forth in one communication to the Bureau at one time rather than in copies of separate communications during the course of the month, thus reducing the amount of correspondence between the field offices and the Bureau relative to speeches.

DISADVANTAGES:

1. It is necessary for the Bureau to know more currently the commitments of SACs and various field representatives.
2. At present only copies of acceptance letters are furnished with the result that no additional typing is required in the field.
3. Through receiving copies of letters as speeches are accepted the Crime Records Section can post the material to its various records from day to day whereas if such information were received from all offices at the end of the month a backlog would be created disturbing a steady flow of work.
4. Such a system would not permit the Bureau to review before hand the types of organizations before which speeches are to be given and from time to time it is necessary for the Bureau to instruct that a speech be cancelled.
5. The present system affords the field office an opportunity to make an addendum on the Bureau's copy of the letter designating some person other than the Special Agent in Charge, Assistant SAC or supervisors with the reasons why other individuals should be appropriately designated to make speeches. Under the proposed system it would be necessary for individual letters in such instances to be directed to the Bureau.
6. The proposed system would add to the clerical detail with reference to special letters rather than detract from it.

RECOMMENDATION: Unanimously opposed.

RECORDED & INDEXED 66-2551-4771

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. E. A. Tamm, Hendon, Harbo, Clegg, Rumford and Tracy agreed with the Special Committee and recommend that the present system continue, particularly in view of the fact that copies of the letters received are not permanently filed at the Seat of Government but are torn up after appropriate notations are made therefrom in the Crime Records Section. The majority felt that this system served the necessary purposes with a minimum amount of work and effort.

Mr. Glavin was in favor of the suggestion under the belief that it was not necessary for the Bureau to know from day to day the commitments of field representatives and that one letter from each office at the close of the month should be sufficient.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

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DATE 9/15/92 BY SP5 2/bca

THE DIRECTOR April 17, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #43-A
EMPLOYEE: SAC J. C. NEWMAN
SALT LAKE CITY FIELD OFFICE

MEMBERS PRESENT: R. C. Hendon, E. Scheidt, E. E. Conroy, R. T. Harbo

SUGGESTION: That in National Motor Vehicle Theft Act cases an auxiliary office be permitted to RUC the request without the submission of a report when a teletype covering the interview with an owner is sent to the Office of Origin, the information thereafter to be incorporated in an investigative report by the Office of Origin.

This procedure is fully covered and authorized by Section 11-A-1-I of the Manual of Rules and Regulations.

RECOMMENDATION: Unanimously approved that SAC Newman's attention be called to the present instructions.

RCH:PJPJ

EXECUTIVES' CONFERENCE CONSIDERATION: *Unanimously approved by the Executive Conference with Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin in attendance.*

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RECORDED & INDEXED

66-3254-4772

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RCH:DW

135

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DATE 9/15/92 BY SBS

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION: #38
EMPLOYEE: MISS ANNIE C. PELTON
BUFFALO FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That a special index card be made on each bulky exhibit, indicating the file number, status of the case, and location of the exhibit in the office, to be filed numerically and divided into closed and pending cases.

ADVANTAGES:

1. These cards can be periodically pulled and checked against files to determine current status of exhibits as to whether they can be destroyed or must be retained and the date of the check can be shown on the index card.
2. It affords a ready tickler system for the disposition and status of all bulky exhibits.
3. It eliminates the necessity for physically pulling and checking the file to determine where the exhibit is located.

DISADVANTAGES:

1. It is just one more special index to keep up and check.
2. It requires an extra operation for the clerical staff.
3. It does not provide for a physical check of the exhibits to make certain that they are in the office and properly maintained, hence is a fallacious system inasmuch as the real test of disposition of bulky exhibits is by reference to the bulky exhibit itself.
4. It is a useless administrative procedure since there is no need to make notations as to when the last check of the exhibits was made.
5. There is no need for an index to show the location of bulky exhibits since present regulations require they be filed numerically.
6. Everything contemplated on a special index card is now readily available from the file.
7. The simplest procedure to check bulky exhibits is upon an administrative tickler which is set periodically or when for some other reason the file itself is reviewed.

RECOMMENDATION: Unanimously opposed.

RECORDED & INDEXED

66-2554-4773

Mr. Tolson
Mr. L. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference with Messrs. Tamm, Mendon, Harbo, Clegg, Hunford, Tracy and Claudin in attendance unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ECT:DW

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DATE 9/15/92 BY SP5C/bcc

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

4/26/46

The Executive Conference, consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Hendon, Harbo, Rosen and Tracy on April 19, 1946, considered the present delinquency in the Identification Division.

The Conference was advised by Mr. Tracy that the current delinquency is increasing in the Identification Division in direct proportion to the reduced number of employees.

For the Director's information, it has been previously approved to stop handling personal identification fingerprints and applicant fingerprints of persons engaged in private industrial plants. This has resulted in approximately 1,400 fingerprint cards daily not being handled, however incoming receipts total approximately 20,000 daily, and the Identification Division is only able to handle about 15,000 daily; therefore, a further reduction in the handling of prints is necessary at this time.

The Conference recommends that the applicant prints not being handled be extended to airlines, airplane manufacturers, transit companies and other public utilities, with the exception of applicant prints received from railway police, railway express and pullman companies. The Identification Division would continue to handle strict police type applicants, that is, applicants for positions in police departments for gun permits and applicants for special licenses, such as taxi drivers, etc.

The Conference further recommends that Army, Navy, Marine Corps and Coast Guard prints be held up as a delinquency for the present.

If the Director approves the foregoing recommendations, fingerprints being received in the Identification Division which will not be handled will be as follows:

RECORDED
INDEXED

	AVERAGE PER DAY, MARCH 1946
Personal Identification and Applicants (Previously approved to be discontinued)	1,434
Applicants (Airlines, airplane factories, public utilities, etc.)	200
Army	3,366
Navy	1,012
Marine Corps	309
Coast Guard	676
TOTAL	6,997

106-2554-4774
FBI
30 APR 29 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

bp

APR 30 1946 135

MEMORANDUM FOR THE DIRECTOR

April 26, 1946

The present personnel of the Identification Division is 1,935, and many additional resignations are now pending due to a special drive in the Identification Division to encourage employees to seek positions elsewhere or to submit their resignations if they contemplate resigning within the next few months.

If the foregoing classes of fingerprints can be set aside for the present, the Identification Division will be able to adjust its personnel to better advantage in handling the balance of the incoming fingerprint cards.

The Executive Conference recommends that no notification be given to contributors at this time as to the inability of the Identification Division to handle the present current volume of work, but recommends that notice to contributors be decided upon after the Bureau's 1947 appropriation has passed the House and Senate.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

Suggest we send memo to A.G. & McKinney re situation including our inability to give service & consequence of the same.

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP2 [illegible]

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUGGESTION #42-A
EMPLOYEE: JOSEPHINE C. CHRISTIANSON
ST. PAUL FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: That interesting case memoranda sent to the field by the Bureau for public relations purposes not be indexed.

ADVANTAGES:

1. A great deal of indexing would be eliminated.
2. The indexing of these interesting case memoranda which are always of closed cases serves no purpose whatsoever since the information is of no investigative value.
3. It is readily available without indexing for its purpose which is to assist in the preparation of speeches.

DISADVANTAGES:

1. Instances might arise where the present policy of indexing such material might result in the more ready location of a given interesting case writeup when desired by some Bureau speaker.
2. From time to time inquiries are made in some field offices, particularly in large cities where the headquarters of metropolitan newspapers and magazines are located, for material on cases which were not handled by that office. If an interesting case under such circumstances is located without having an index it requires a considerable amount of clerical time in reviewing all interesting case writeups which have been received in that office or requires inquiries over telephone or communication to the Bureau.

RECOMMENDATION: Unanimously favorable.
RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin unanimously approved this suggestion.

Respectfully,
For the Conference

Clyde Tolson *E. A. Tamm*

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Hendon

4775

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SSC/Jhc

THE DIRECTOR APRIL 22, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #41-A
EMPLOYEE: SAC D. L. TRAYNOR
SPRINGFIELD FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That the number of administrative files and procedures required of Resident Agents to maintain be reduced and wherever possible eliminated. He points out that at present Resident Agents must maintain source of information cards covering sources in their territories, identification orders, wanted flyers, automobile charge-out forms in certain of the offices and that it is also permissive for guns to be maintained in Resident Agencies.

ADVANTAGES:

1. Some administrative work is required to maintain these files and equipment on the part of Resident Agents which should be eliminated so they can devote more time to investigative activity. The benefits of this material can be obtained through the field office headquarters.

DISADVANTAGES:

1. All of the records and equipment which must be maintained are of potential daily use and assistance to the Resident Agent.
2. A minimum amount of administrative detail is necessary to have the advantage of files and equipment.
3. Such aids should be immediately available to the Resident Agent under emergency conditions since either travel or unnecessary telephone expense would have to be incurred together with serious delay in utilizing the field office records or equipment.
4. These aids have been made available as the result of many suggestions on the part of Resident Agents and offices in the past based upon their needs.
5. Some of the items mentioned are not absolutely required but are merely permissive, thus Resident Agents are permitted to have guns but not necessarily required to do so. Likewise, the Form #73 automobile charge-out form is not used unless an automobile is assigned to more than one Agent in which instance it is essential. In view of this, the maintenance of the various items required in Resident Agencies is not as burdensome as it is made to appear.

RECOMMENDATION: Unanimously unfavorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Clegg
Mr. Hendon

RCH:ET

RECORDED & INDEXED

166-2554

30 APR 1946

4776

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Rumford, Tracy and Slavin were unanimously opposed to the suggestion upon the basis that they are at present reduced to an absolute minimum.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ECH:DT

#323073

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HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY [illegible]

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

Executive Conference

SUGGESTION #105
EMPLOYEE: SA G. GEORGE MEDLER, JR.
WASHINGTON FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, R. O. Hendon, E. E. Conroy, E. Scheidt

X Serial 3169

EMPLOYEE SUGGESTS: That incoming mail be serialized by the Chief Clerk's Office through the use of a 3 x 5 card prepared for each case showing the file number, the name of the Agent to whom the case is assigned and upon which would be carried the number of the last serial in the file.

At present serialization is made through a physical check of the file to determine the last serial number contained therein or the last serial number set forth on the charge-out slip.

ADVANTAGE:

1. The use of such system would eliminate the need for pulling the file each time a new serial is received.
2. It would eliminate the necessity for locating files merely for serialization purposes which are charged out.
3. It would speed the transmission of the mail received in the office to the Agents assigned to individual cases.

DISADVANTAGES:

1. It would require the setting up of an additional administrative device.
2. In a great number of instances when a new serial is received the file must be pulled and attached for the information of the SAC or supervisor and at that time the serialization can just as easily be made.
3. It is not ordinarily necessary to locate a file which is charged out for serialization purposes since the file number can be added and the serialization made when the file has been returned.
4. It would be impossible for more than one clerical employee to do serialization inasmuch as the serial number cards would have to be maintained at some centrally located place and hence would present an impossible situation in larger offices, creating a bottleneck.
5. In effect this would amount to serialization of each piece of mail twice, once on the serial number card and once on the serial itself.
6. Incoming and outgoing mail, both of which require serialization, would necessarily have to be routed over the same desk whereas the present outgoing mail can be quickly serialized at the same time it is incorporated in the file.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Cease
Mr. Candy

Clegg
Hendon

RECORDED & INDEXED

166-4777

39

7. It would be necessary every time a case were reassigned for some kind of clearance to be made over the desk at which the 3 x 5 cards were made otherwise routings would be inaccurate.
8. It would be necessary to prepare cards containing a large number of serial numbers. In many instances these numbers would never be used and hence a great deal of unnecessary information would be prepared.

RECOMMENDATION: Unanimously unfavorable

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Karbo, Clegg, Mumford, Tracy and Glavin was unanimously opposed to this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-01-2011

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THE DIRECTOR

April 10, 1946

THE JOINT COMMITTEE

SUGGESTION #141
EMPLOYEE: K. R. McINTIRE

Executive Conference

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

MEMBERS PRESENT: H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

The Joint Committee considered the various suggestions made by Supervisor K. R. McIntire dealing with the subject of technical and microphone surveillances and particularly with the suggestions that (a) there be a uniformed system of filing reports dealing with technical and microphone surveillances which would be governed largely by the titles shown on the communications to facilitate uniformity in filing; (b) that a letter be sent to all SACs setting up standards for consideration before recommending that a technical or microphone surveillance be conducted; (c) that once each 8 weeks the supervisory employee at the Seat of Government summarize for the benefit of the Bureau the result of each technical surveillance in order that a determination might be reached as to whether it should be continued.

RECOMMENDATION: 1. The Joint Committee unanimously recommended that a letter incorporating the substance of the standards proposed by Mr. McIntire be sent to all SACs and such a letter is attached if approved.

2. That a form entitled "Recommendation for Installation of Technical or Microphone Surveillances" which is attached hereto be approved and that this form be used in the Bureau when submitting to the Director a recommendation for such installation and that the form be distributed to the SACs for their convenience in furnishing full information in keeping with the form whether such information is submitted by letter, by teletype or by telephone.

3. That the attached form entitled "Recommendation for Continuation of Technical or Microphone Surveillances" be distributed to the field offices to be prepared and submitted each 60 days, from the date of the installation or the date of the previous report, which would be filled out for the most part in the field and submitted to the Bureau where the supervisor could complete its preparation by adding any additional comments necessary and then the recommendations of the Assistant Director and the two Assistants to the Director would be transmitted to the Director on the same form.

ADVANTAGES: 1. The promulgation of a set of standards to be considered before recommending the installation of such surveillances would be for the purpose of limiting such recommendations to instances of necessity.

2. The use of the form in making the initial recommendation by the supervisory staff at the Seat of Government and as a guide for furnishing information to the Bureau by field offices will establish uniformity and will at the same time require a statement setting forth all the various factors which

Tolson
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Leavens
Quinn Tamm
Nease
Beaver

RECORDED
INDEXED
EX-21

~~CONFIDENTIAL~~

are pertinent to the recommendation. ~~CONFIDENTIAL~~

3. Some surveillances of these types are for much shorter duration than 60 days and would be terminated at the conclusion of the period for which they were approved but the requirement for the submission of a recommendation each 60 days instead of each 30 days will prevent the recommendation from being too routine and duplicatory, will save paper work and filing and would be at such intervals as to justify a conclusion that such surveillances will be given careful study in the field and at the Seat of Government before recommendations are made.

DISADVANTAGES: (1) Whenever a form is used there is danger that the matter might become routine and too much duplication of typing from a previous form (which in itself would indicate the matter should be seriously considered).

(2) There would be furnished to the Bureau information which is not always being submitted at present in the regular memorandum or letter of communication to the Bureau which might increase the total amount of typing which the field would require.

RECOMMENDATION: Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, unanimously recommended favorably.

There is attached hereto copies of the proposed forms as well as a proposed letter to the SACs as recommended.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

4-22-46 Addendum: Mr. Tamm is opposed to the use of forms in connection with the handling of telephone taps. He feels that requests for, authorization for and evaluation of telephone tap requests and installations should be done upon an individual basis, in which every consideration is given to the factors of productiveness, possible risk, exposure and all other items. He feels that the utilization of forms or so-called "standards" will tend to mechanize the handling of technical installations in such a way that if the forms are filled out properly, the tap is authorized, installed, etc. with no real thought given to the intrinsic merit of the request or installation.

E.A.T.

cc - Mr. Hendon
Mr. Clegg

Attachments

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

~~CONFIDENTIAL~~

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUGGESTION #166 ... Executive Conference

NEW YORK FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo, R. C. Hendon, D. E. Conroy, E. Schoidt

EMPLOYEE SUGGESTS: That the provisions permitting the posting to assignment cards of letters, teletypes and memoranda be clarified. At the present the manual provides as follows: "Status information shall be posted to the assignment card from letters, teletypes and memoranda as is done when an investigative report is submitted."

ADVANTAGES:

1. There is presently confusion and lack of uniformity in the field in posting such communications since some offices are posting such communications reflecting or requesting investigative activity.
2. The wording of the manual is too broad at present permitting a liberal interpretation, the posting of practically all letters and wires and even memoranda for the file.
3. Such a wide interpretation of the manual would reflect an inaccurate delinquency situation in the field. The manual provision was based on SAC Letter #36, Series 1945, Section D, which instructed that assignment cards should be prepared on all matters requiring one or more interviews relating particularly to the handling of uniform crime reporting, administrative matters and research matters in which no investigative reports are ever submitted but in which letters in lieu of reports are utilized. It was not intended by that provision to permit indiscriminate reporting of communications but only that those communications should be posted which substitute completely for an investigative report.

DISADVANTAGES:

None

RECORDED & INDEXED

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RECOMMENDATION: Unanimous that Section 6-G (1) of the Manual of Rules and Regulations be changed to read as follows: "In every classification handled by the Bureau a case shall be opened and assignment card prepared where one or more interviews will be conducted. Status information shall be posted to the assignment card from letters, teletypes and memoranda to other offices or to the Bureau where such communications substitute for an investigative report. Of course, any notation or memorandum which [illegible] the basis for closing a case administratively should be posted to the [illegible]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

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EXECUTIVES CONFERENCE CONSIDERATION:

The Executive Conference consisting of Moore, Tamm, Hondon, Harbo, Clegg, Lunford, Tracy and Glavin unanimously approved the recommendation of the Special Committee for a change in the Manual of Rules and Regulations as indicated.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DW

THE DIRECTOR

April 17, 1946

THE JOINT COMMITTEE

Executive Conference

393

SUGGESTION #44-A
EMPLOYEE: SAC L. O. TLAGUE
ANCHORAGE FIELD DIVISION

RECEIVED: P. C. Hendon, E. E. Conroy, H. T. Harbo, E. Scheidt

SUGGESTION: That headings be placed on the first page of Bureau bulletins listing all of the subjects referred to in that bulletin.

ADVANTAGES: 1. An employee could see at a glance what the subject matters covered in the bulletin are.

DISADVANTAGES: 1. This would be unnecessary typing.

2. It would create a great deal of additional work in the Mechanical Section at the Bureau.

3. At the present time portions are added to outgoing Bureau bulletins as approved and such a system would make this impossible.

4. No purpose is served since present captions are in caps and completely serve the needs.

RECOMMENDATION: Unanimously opposed.

RCH: FG

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed with Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Clavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

4780

INDEXED

E. A. TAMM

EX-18

Tamm
Clavin
Nichols
Mr. Clegg

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